

Model Engineer & Model Engineers' Workshop - Deputy Editor Required

Reporting to the Editor of Model Engineer and Model Engineers' Workshop this is a full time position and will entail occasional evening and weekend work. The applicant should have a reasonable knowledge of model engineering. This is to be an office based appointment so the successful applicant should live within commuting distance of Orpington in Kent.

Magazine Duties

- Act as Editor when the Editor is sick or on holiday.
- Correct Model Engineer and Model Engineers' Workshop articles for house style, photographic, drawing and text errors. Check page proofs for Model Engineer and Model Engineers' Workshop.
- Store all work in progress and finished work on a dedicated FTP server so the Editor, Deputy Editor and any MyHobbyStore staff as necessary can access any or all of the stored material at any time. This is to ensure continuity of publication in case of illness etc.
- Maintain an ongoing list of Diary events as printed currently in Model Engineer.
- Edit letters for Post Bag and Scribe a Line.
- Generate Club News pages by contact with Model Engineering clubs.

Website Duties

- Web editor responsibilities. Regularly update the ME/MEW website with current stories and news articles. Website work (to include uploading Diary, images, text and articles and competition pages). Monitor forums in case of untoward postings. (This can be done from the messages sent from the website.) Create and maintain a list of Model Engineering clubs on the website. Approve contact details with individual clubs. Website training will be given if necessary.

Events Duties

- Visit the Model Engineer Exhibition, other model engineering exhibitions and clubs to build relationships and represent the magazines. Work in conjunction with the advertising sales team to build relationships with advertisers.

Applicants should apply by post or email sending a CV and covering letter to

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