

## JOB DESCRIPTION

### IDENTIFICATION

Actual Designation	<b>Chief Sub-editor</b>	Function	<b>Mid-Day</b>
Location	<b>Mumbai</b>	Department	<b>Editorial</b>

**SUMMARY OF THE POSITION:** Will be responsible for producing and editing content for Entertainment, assist the entertainment editor with daily plans and also manage entertainment section in the evening shift.

### Key Responsibilities:

- Planning content for entertainment
- Creating exclusive content for entertainment
- Take charge of entertainment section in absence of editor
- Making homepage and entertainment section updates
- Editing copies written by reporters or other sources
- Putting up breaking, trending content from Google, social media
- Monitoring trends and creating web-special content
- Make entertainment photo galleries
- Push notifications for iOS, Android

### Job Specific Knowledge & Skills

**a) Functional:** Know recent trends in the entertainment digital space, have excellent contacts in the entertainment industry, have a keen eye for details and be able to put up quality content together with speed and style, should possess excellent headline writing skills, knowledge of current affairs, basic image editing skills

**b) Behavioral:** Excellent communication skills, multitasking, able to handle pressures of work

### Qualification & Experience:

Qualification: Mass Communication / Graduation degree

Experience: 5 years minimum