



Spider
Learning, Inc.

JOB TITLE: Technical Copy Editor

GOAL: To review, revise and edit written content (lesson material, video scripts, assessments) developed for an online curriculum.

MINIMUM QUALIFICATIONS:

- Bachelors Degree
- 3 years experience in the copy editing and/or technical writing fields
- Excellent writing and communication skills
- Strong organizational skills and motivation to meet deadlines with a quality product

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Review video and other digital content.
- Upload digital content to specified platform.
- Proof the written materials for typographical and mechanical errors.
- Review the written materials for factual inaccuracies and unverifiable details.
- Rewrite any written materials to correct grammatical errors and poor transitions.
- Verify that the material meets the writing guidelines and formatting defined by the provided style guide.
- Ensure that the material is newly created, not plagiarized and copyright free.
- Deliver the work product on time and to the specifications defined by the project.