

Editors

Description

Editors review, evaluate and edit manuscripts, articles, news reports and other material for publication, broadcast or interactive media and co-ordinate the activities of writers, journalists and other staff. Editors may specialize in a particular subject area, such as news, sports or features, or in a particular type of publication, such as books, magazines, newspapers or manuals. They are employed by publishing firms, magazines, journals, newspapers, radio and television networks and stations, and by companies and government departments that produce publications such as newsletters, handbooks, manuals and Web sites. Editors may also work on a freelance basis.

Duties:

- Evaluate suitability of manuscripts, articles, news copy and wire service dispatches for publication, broadcast or electronic media and recommend or make changes in content, style and organization
- Read and edit copy to be published or broadcast to detect and correct errors in spelling, grammar and syntax, and shorten or lengthen copy as space or time requires
- Confer with authors, staff writers, reporters and others regarding revisions to copy
- Plan and implement layout or format of copy according to space or time allocations and significance of copy
- Plan and co-ordinate activities of staff and assure production deadlines are met
- Plan coverage of upcoming events and assign work accordingly
- Write or prepare introductions, marketing and promotional materials, bibliographic references, indexes and other text
- May negotiate royalties with authors and arrange for payment of freelance staff.

Other titles:

- news editor
- medical editor
- sports editor
- advertising editor
- associate editor
- literary editor
- news service editor
- copy editor
- manuscript editor
- technical editor
- editorial consultant
- contributing editor

(Government of Canada National Occupation Classification)

Skills

Writing skills	Decision-making	Technology	Attention to detail	Research skills
	Able to work independently	Organization	Time management	

Education/Training Requirements

Ontario Secondary School Diploma (OSSD)

- Most university programs in Ontario require an OSSD or Mature Student Status

Post-secondary diploma/degree

- A bachelor's degree in English, French, journalism or a related discipline is usually required

Certification

- Several years of experience in journalism, writing, publishing or a related field are usually required
- Membership in the Editors Association of Canada may be required
- Editors who specialize in a specific subject may be required to have training in that subject

Potential Earnings in Durham Region

The average and median wages and salaries for individuals employed as editors are as follows. Place of Residence (POR) is defined as individuals who reside within the Durham Region. Place of Work (POW) is defined as individuals who are employed within the Durham Region.

Median Wages and Salaries (POR)	Average Wages and Salaries (POR)	Median Wages and Salaries (POW)	Average Wages and Salaries (POW)
\$46,612	\$41,502	\$47,411	\$41,531

Employment Prospects

Industry (NAICS)	Jobs in Durham Region (POW)	Durham Region Residents Employed (POR)
5111 – Newspaper, Periodical, Book and Director Publishers	120	205

(Ministry of Advanced Education and Skills Development 2016 data in Durham Workforce Authority's 2017 Sector Report)

Additional Resources

- Editors' Association of Canada: <https://www.editors.ca/>