



## *Now hiring!* **Editorial Director**

April 14, 2022 - open until filled

### **The company**

Seiche is a strategy and creative consultancy. We develop elegant solutions to complex challenges, walking toward what justice requires. We're a multidisciplinary team of researchers, strategists, organizers, storytellers, visionaries and more. Our shared values guide our work and the impact we achieve through our client engagements and community commitments.

Seiche is power that comes from unexpected places, like the weather phenomenon that is our namesake. We are looking for a powerful force to add to our team - someone with a strong editorial voice, a passion for making change while managing creative content production and a keen eye for accuracy, clarity and editorial standards.

### **The job**

Our growing team seeks a **full time editorial director to ensure stellar editorial oversight of Seiche's content projects**. You bring a strong vision and voice for editorial projects – and you know how to make that vision and voice a reality. Your superpowers include your planning prowess, your relational skills, and your knack for developing compelling content. You're a strong editor, a strong writer, and you care about the details. You'll use these superpowers, along with great partners, to advance change-making storytelling strategies alongside Seiche's clients.

### **You can rock this job if...**

- You are highly collaborative and genuinely like engaging with people;
- You have a strong, experienced editorial voice, with the good judgment to back it up;
- Your eagle-eyed attention to grammar, brand standards, and punctuation will probably find a typo or two in this job posting;

- You show up to a client conversation the same as you do a strategy session with your creative partners - exhibiting strength, flexibility and a big picture perspective;
- Your editorial management style is uplifting and empowering – you encourage independent work with a strong accountability process.

### **You belong on our team if...**

- You've spent a few years leading editorial or strategic storytelling projects – including curating, producing and copy-editing content – with a social impact bent;
- You have a warm attitude and an open mindset;
- You are comfortable with change, delivering high-quality editorial projects on a tight turnaround, and pivoting according to stakeholders' needs;
- You lead with trust and empathy and know that flexibility is a strength;
- You can leapfrog between multiple projects in a day, while maintaining extraordinary attention to detail;
- Building relationships cross-culturally and across lines of difference comes easily to you;
- You are self-motivated and work independently, but also work effectively as a team leader and team player;
- You are interested in using your considerable talents for good, nurturing conditions that support a just, equitable society.

### **Your day-to-day would look like...**

- Ensuring the editorial quality of content projects across the company by actively pitching content ideas and managing editorial calendars, as well as managing content intake processes with clients;
- Synthesizing complex information into clean and compelling copy, writing pieces when appropriate and providing high-quality copy editing and fact checking using a proof correction process with authors;
- Strategizing with clients, staff and vendors to develop and execute editorial visions;

- Assemble and manage creative teams to execute on content strategies, using equitable vendor contracting and management approaches;
- Collaborating with the Project Manager to ensure project management systems and processes are managed effectively and maintain internal guidelines, resources, and templates;
- Participating in internal marketing processes, including proposals, memos, website content and client case studies;
- Participating in professional development opportunities to attain leading-edge knowledge, staying up-to-date with best practices in your field.

### **Additional information**

This is a full time salaried position with comprehensive benefits offered, including a casual work environment, competitive insurance suite, and generous company policies. The salary starts at \$80,000. This is your opportunity to be part of a small team that works with people, organizations and movements to catalyze transformative social impact.

We've been working remotely since March 2020 and invite local vaccinated staff to use our awesome office space in St. Paul, as it fits their schedule. While the majority of work moves during business hours, we trust our team to balance the needs of their family and community life with the needs of their projects.

Seiche values equity and encourages people of all backgrounds and persuasions to apply for employment. We are an Equal Opportunity Employer. It is the policy of the company to provide equal opportunity for all employees and applicants for employment without regard to race, color, creed, religion, gender, sexual orientation, national origin, age, marital status, physical disability, pregnancy, military or veteran status, or any other basis prohibited by state or federal law.

Please email your resume and cover letter to [jobs@seiche.works](mailto:jobs@seiche.works). This position is open until filled.