

Editorial Graphic Designer Job Description

- Proofreading, rewriting, and editing the works of a variety of writers and authors
- Overseeing and managing overall production aspects of assigned projects
- Providing administrative assistance to editors when needed
- Working closely with editors and accompanying them on business trips and a variety of conferences when necessary
- Verifying facts in articles, designs, and other publications and notifying editors and writers when there are issues or problems
- Working closely and collaboratively with writers
- Communicating conceptual ideas and design decisions to project teams.