

## Special Assistant: Editor

Working at the National Museum of the Marine Corps

### Job Description

The Education section editor will review written materials prepared by Museum education specialists and teachers and edit for style, grammar, language, and readability.

The position is limited to 29 hours per week with a term not to exceed three years. This can be a fully remote position with scheduled online meetings.

#### **Duties:**

- Review and edit educational materials for K-12, families, and adult learners. The educational materials include video scripts, brochures, handouts, lesson plans, outreach materials and online resources.
- Ensure all written content adheres to Museum style guide, is age and audience appropriate, is correct for grammar and spelling, and language/voice are consistent.
- Ensure all materials are written with a professional tone.

#### **Qualifications:**

- Excellent writing and proofreading skills
- Strong communication skills
- Degree in English
- Experience using Microsoft Office Suite (Word, Excel, PowerPoint)
- Attention to detail
- Ability to multi-task and manage time effectively
- Team player
- Interest in military and/or American history