



Production Editor for IWSC & Club Oenologique

IWSC & Club Oenologique (CO) are part of the Conversion Group. Constantly growing and building, The Conversion Group is a globally recognised organisation in the luxury lifestyle and creative space. Our exciting portfolio of brands includes a broad selection of wine and spirits businesses including; the IWSC, IWSCCHK, Club Oenologique, Academie du Vin Library, F+R, Whisky Lounge, Spirits Lounge, Whiskies of the World and Whisky Extravaganza as well as businesses spanning the culinary, arts, creative and exhibition sectors. The Conversion Group businesses have a significant footprint across the UK and US as well as interests in Europe and Asia.

At the Conversion Group we live a mission that embraces challenge, champions personal and professional growth and rewards those who take ownership and drive results.

Could we be your new home?

We are looking for a talented Production Editor to be responsible for commissioning, creating and editing contents and oversee the day-to-day production and processes of print & digital across IWSC & CO.

In this role, responsibilities will include:

- Oversee and manage the day-to-day production and processes of print & digital across IWSC & CO, including commissioning.
- Oversee online & print features from commission to publication for IWSC & CO.
- Maintain efficient and effective workflow to ensure that all content is produced on time.
- Overseeing schedules and editorial calendars as well as setting deadlines across IWSC & CO.
- Proofread / carry out quality control of all content across print & digital for IWSC & CO.
- Responsible for flatplan management, which includes liaising with the commercial team.

- Supervise the freelance Designer, Picture Researcher, freelance writers and freelance subs ensure deadlines and workflow are met.
- Produce content for print and web across IWSC & CO, including writing copies and headlines, subbing copies etc.

The ideal candidate will have:

- Have strong project management and time management skills.
- Extensive experience of production, subediting and using InDesign.
- Have excellent copywriting skills and subbing skills.
- Be a self-starter with the ability to prioritise, work to deadlines, use initiative and perform under pressure.
- Excellent standards of accuracy, consistency, and attention to detail.
- Be a collaborative, good team player.
- Experience working in a fast-paced print and digital environment
- Broad interest in production and publishing.
- Flexibility and adaptability.
- Have interest in the wine and spirits

This role will be based in our offices in West London, W10.

Does this sound like you?

Please send a covering email, CV and salary range expectation to christelle.guibert@theconversiongrp.com by Thursday 14th November