



Job Description

Position Title: Copy Editor

The Mission of Mission: The Musical Instrument Museum (MIM) enriches our world by collecting, preserving, and making accessible an astonishing variety of musical instruments and performance videos from every country in the world. MIM offers guests a welcoming and fun experience, incomparable interactive technology, dynamic programming, and exceptional musical performances. MIM fosters appreciation of the world's diverse cultures by showing how we innovate, adapt, and learn from each other to create music—the language of the soul.

Qualified candidates should submit a **resume and cover letter** in one merged document via the link below to apply.

Summary and Purpose: Reporting to the content specialist and as part of the Creative Department, the copy editor ensures that in every place MIM presents itself using the written word, it does so in a style and voice that is appropriate to the medium and accessible to the public. The copy editor works closely with many departments, including curatorial, creative, public programs, theater, and institutional advancement, to bring clarity and polish to copy, ensure accuracy of information, and make sure that the writing corresponds to the preferred style (Chicago Manual of Style) and the MIM Style Guide.

Primary Responsibilities:

- Edit text, shape key messages, and enhance wording at various stages of the writing process
- Ensure clarity and accuracy of writing to assist content creators in reflecting a unified brand voice in all written assets
- Work closely with stakeholders to reflect authors' intended meaning is conveyed
- Verify facts and translations by conducting necessary research, consulting appropriate sources, or in collaboration with subject matter experts for all MIM-generated documents
- Maintain and update the MIM Style Guide as needed
- Additional tasks and responsibilities may be assigned as business needs arise

Required Qualifications:

- *Bachelor's degree required in English, journalism, museum studies, or a relevant field*
- *2+ years of copy-editing experience preferred or formal training in copy editing*
- Proficiency with applying the principles of style guides, such as the Chicago Manual of Style, to different types of writing
- *Proven ability to understand and accurately adapt complex, scholarly information into a word count, reading level, and voice that is both accessible and interesting for a general audience*

- *Mastery of spelling, grammar, and punctuation, and ability to make constructive suggestions*
- *Basic knowledge of legal issues involved in publishing, such as libel and plagiarism*
- *Willingness to collaborate with team members for projects and tasks*
- *Highly organized, deadline-driven, detail- and process-oriented*

Desirable Qualifications:

- *Understanding of the basic principles of writing for marketing purposes*
- *Love for world music and musical instruments is a plus!*

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https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=618e6cec-0201-4f4a-8957-17b53a2a008e&cclid=19000101_000001&jobId=414363&source=CC2&lang=en_US