# Jo Caird

### About

I am a freelance editor and writer with a great deal of experience on a wide variety of print and digital publications. I have also taken on a large number of one-off editing roles for individuals and companies; work has included editing short stories, PhD theses and commercial web content.

### Freelance editorial positions held

Jan 2013- present	<b>Contributing editor</b> , Morris Visitor Publications <i>Responsibilities include</i> : writing for London Planner, Where London and IN London magazines, plus sister foreign language titles; proof-reading; sub-editing and laying out copy using Adobe InDesign and InCopy		
Mar 2012- Jan 2014	<b>Sub-editor,</b> MedNous, Evernow Publishing <i>Responsibilities included:</i> proof-reading; sub-editing; Twitter management		
Oct 2012- Jan 2013	<b>Acting deputy editor</b> , London Planner magazine, MVP <i>Responsibilities included:</i> as for my current MVP role, but for one magazine only; commissioning features		
Oct 2012	<b>Sub-editor,</b> Start Your Business Magazine, Gambit Interactive <i>Responsibilities included:</i> proof-reading; sub-editing using QuarkXpress		
May-Jun 2012	<b>Acting deputy editor</b> , Whatsonstage.com, Bandwidth Communications <i>Responsibilities included:</i> writing news articles, features and interviews; sub-editing and uploading content; image processing		
Nov 2011- Feb 2012	<b>Acting production editor</b> , MedNous, Evernow Publishing <i>Responsibilities include:</i> laying out pages using Adobe InDesign; proof-reading; sub-editing; Twitter management		
Oct 2009- Oct 2011	<b>Editorial assistant</b> , MedNous, Evernow Publishing <i>Responsibilities included</i> : proof-reading; research		
Jun 2009- Nov 2010	<b>Deputy Off-West End editor</b> , Whatsonstage.com, Bandwidth Communications <i>Responsibilities included:</i> writing news articles, features and interviews; sub-editing and uploading content; organising the Off West End review schedule and commissioning reviews; image processing		
Mar-Jul 2010	Acting sightseeing and dining editor, London Planner magazine, MVP <i>Responsibilities included:</i> commissioning dining reviews; co-commissioning features; writing features and sightseeing and dining listings; proof-reading; sub-editing using Adobe InCopy		
Dec 2009- Feb 2010	Acting editorial assistant/PA to the editor, Condé Nast Traveller, Condé Nast Publications <i>Responsibilities included:</i> compiling the Diary page; fact-checking and proof- reading; assisting the editor and managing her diary; hiring and directing work experience placements; coordinating travel bookings; dealing with expenses and annual leave; monitoring six email addresses		

Sep 2007- Aug 2008	<b>Travel editor</b> , London Student newspaper, University of London Union <i>Responsibilities included:</i> commissioning travel features; sub-editing; designing and laying out pages using QuarkXpress; image processing using Adobe Photoshop	
May-Aug	Edinburgh Festival Fringe press assistant, National Student Drama Festival	

2007 *Responsibilities included:* writing press releases; liaising with the national press; proof-reading copy for the website and brochures; general administration

## **Freelance writing**

I write features, interviews, reviews and blogposts on a broad range of issues relating to the arts and travel. Recent commissions include arts pieces for **The Independent**, **The Economist** and **European CEO**, and travel features for **Condé Nast Traveller**, **Wanderlust** and **The Guardian**. A complete list of published work is available on request, or see my website for details.

#### **Education and training**

Apr-Jun 2010	Apr-Jun 2010 City University London Short course – Page Layout with Adobe InDesign			
2007-2008	King's College, London Master of Arts (Merit) in English			
2002-2006	University of Sussex Bachelor of Arts, First Class Honours (English with Italian)			
1994-2001	City of London Schoo A-levels: Biology English Literature French History GCSEs:	l for Girls B B B 6 A*, 3 A grades		
Skills	Adobe InDesign, Adobe InCopy, QuarkXpress; Adobe Photoshop; Adobe Dreamweaver; Basic HTML; Multiple CMSs; Windows, Mac OS; Clean UK driving licence; Fluent Italian, good understanding of French and Spanish			

References are available on request