

# Jo Caird

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## 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     **Contributing editor**, Morris Visitor Publications  
*Responsibilities include:* 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     **Sub-editor**, MedNous, Evernow Publishing  
*Responsibilities included:* proof-reading; sub-editing; Twitter management
- Oct 2012-Jan 2013     **Acting deputy editor**, London Planner magazine, MVP  
*Responsibilities included:* as for my current MVP role, but for one magazine only; commissioning features
- Oct 2012     **Sub-editor**, Start Your Business Magazine, Gambit Interactive  
*Responsibilities included:* proof-reading; sub-editing using QuarkXpress
- May-Jun 2012     **Acting deputy editor**, Whatsonstage.com, Bandwidth Communications  
*Responsibilities included:* writing news articles, features and interviews; sub-editing and uploading content; image processing
- Nov 2011-Feb 2012     **Acting production editor**, MedNous, Evernow Publishing  
*Responsibilities include:* laying out pages using Adobe InDesign; proof-reading; sub-editing; Twitter management
- Oct 2009-Oct 2011     **Editorial assistant**, MedNous, Evernow Publishing  
*Responsibilities included:* proof-reading; research
- Jun 2009-Nov 2010     **Deputy Off-West End editor**, Whatsonstage.com, Bandwidth Communications  
*Responsibilities included:* 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  
*Responsibilities included:* 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  
*Responsibilities included:* 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

