

ASSISTANT EDITOR, FOOD52  
FULL-TIME  
NEW YORK, NY

FOOD52.com, a fast-growing online food community and crowd-sourced and curated recipe hub, is looking for an entry-level Assistant Editor to work in a small team of editors, executives, and developers (including co-founders Amanda Hesser & Merrill Stubbs) in its New York City headquarters -- to start immediately. This will involve plenty of writing and editing, good but not necessarily healthy food, unruly behind-the-scenes website functions, seeing pretty (and not so pretty) pictures of food all the time, a deepening relationship with your laptop, and coffee.

Responsibilities:

- Working in a small, fast-moving editorial team to produce clever, useful online food content (sometimes on the fly, sometimes days or weeks ahead)
  - Conceiving and writing short original blog posts: recipe roundups and menu plans, technique how-tos, home cook spotlights, features on goings-on in the greater online food community
  - Editing and formatting work from other contributors
  - Editing FOOD52's weekly e-mail digest & other newsletters
  - Producing and editing repackaged content for partner sites
- Helping run FOOD52's recipe contests: pitching themes, reading and vetting recipes, creating supporting content like slideshows, and posting and promoting finalists
- Managing current social media accounts and seeking out new ones
- Helping out at weekly photo and video shoots including: planning, shopping, food prep, lunch runs, dishes, general morale-building
- Community management with a smile: corresponding and troubleshooting with members via email, responding actively to comments and cooking questions on FOOD52 & the FOOD52 Hotline
- Recruiting, training and managing interns
- Working with developers to document and fix bugs and suggest improvements to the site
- Supporting editorial & executive staff
- Helping to produce and edit FOOD52's cookbooks and apps
- Event planning for things like book and app releases and our annual party to celebrate the end of our Piglet Tournament of Cookbooks

Qualifications:

- Cooking, writing, and editing experience (some combination of culinary school or other professional cooking experience; published clips and/or personal blog)
- Familiar with the FOOD52 editorial voice and aesthetic
- Loves food and appreciates the importance of home cooking and cooking with the seasons
- Meticulous editor, perfectionist, obsessive attention to detail, maddened by typos and broken links/delighted by finding and fixing them
- Cheerful under pressure
- Excellent communication skills
- A+ multi-tasker & juggler of responsibilities big and small
- Interested in and engaged with social media like Twitter, Facebook, other up-and-comers like Pinterest and Tastespoting
- No need for extensive tech experience, but also no fear of learning basic HTML and dealing with persnickety content management systems (our own and those of our content partners)
- Loves problem-solving and collaborating to drive FOOD52 forward
- Thinks big picture but pitches in on the nitty gritty of running a small company (dishes, shopping, administrative support)
- Comfortable with the realities of working for a start-up: low pay, being on call on evenings and weekends, and working long hours
- Great sense of humor (i.e. thinks we're funny)