

PROOFREADER VOLUNTEER

IWA Islamic World of Art is looking for for a proofreader in search of perfection. The right candidate will have a sharp eye that seeks out grammatical and factual errors in the articles and contents for our magazine and website. Also, the proof reader will help the editorial board determining the style of the magazine and giving it the final polish before each issue is printed.

RESPONSIBILITIES

- Proofreading articles and magazine contents for grammatical and factual errors
- Providing feedbacks and opinions on the pieces submitted
- Collaborating with the editorial team developing a consistent style throughout the different media, publications, and issues.

SKILLS

- Fluent in English
- Previous experience in proofreading positions is a plus
- Interested in Middle Eastern art, architecture and culture is a strong plus!
- Must have a keen eye for detail, a strong work ethic and excellent communication skills.
- Must have an inquisitive mind and a solution-oriented personality.
- Must have a passionate opinion about the Oxford comma.

TIME COMMITMENT

The commitment will vary according to the editorial needs: during peaks is an average of 8 hours per week, including meetings with the editorial board.

Sounds interesting? We would love to hear back from you! You can reach us at our email address: editors@iwamaq.org