



# ***Embroidery Canada***

## **Proofreader Job Description**

**Date:** 2025 - 09

**Next review date:** 2027 - 09

**Type:** Committee Assistant

**Reports to:** Communications Director

**Term:** Minimum two-year term, to be extended in two-year increments upon board invitation, but this can be extended as this is a volunteer position, not an elected position.

## **Function**

To assist the *Embroidery Canada* (EC) editor in ensuring the quality of the magazine.

## **Time Commitment**

One to six hours a month, varies according to magazine deadlines (twice a year, and reviewing the magazine twice before printing); additional time as necessary to respond to correspondence, etc.

## **Duties**

- Assist the EC editor in proofreading two issues a year of the magazine (presently, workload is mainly in early January and early May as issues are released in April and August, respectively). The spring issue workload for proofreaders is going to be moving to November in 2026, so the magazine can be delivered every six months, in February and August.
- Respond to requests by deadline as determined by the editor

## **Meetings to Attend**

- *Embroidery Canada* team meetings, if desired

## **Skills Required**

- Ability to learn and use technology (Adobe Acrobat)
- Team player and the ability to work independently
- Interest in needlework and proofreading

- Ability to see projects through to completion

## **Skills Developed**

- Improved knowledge of editorial content and magazine preparation
- Improved organization skills
- Interpersonal skills working as part of a team

## **Timeline**

### **Ongoing**

- Identify topics of interest to EAC/ACB members

### **Twice a year**

- Proofread issues of *Embroidery Canada*