



SIX DEGREES

8040 East Gelding Drive

Scottsdale, AZ 85260

480 627 9850

six-degrees.com

TITLE: **Proofreader**

TYPE OF POSITION: Contract to Hire • LOCATION: Scottsdale, AZ

JOB DESCRIPTION & REQUIREMENTS

The Proofreader/Copy Editor is responsible for the quality (formatting, style, accuracy, grammar, spelling, layout) of production art, presentations and new business materials. In addition to proofreading all content, he/she is responsible for ensuring that all client branding is consistently maintained from project to project and all client styles and formats have been followed accurately.

RESPONSIBILITIES

- Proofread at all stages from initial writing to final print and/or online materials.
- Review all work and be accountable for accuracy and fact checking to client standards.
- Become thoroughly knowledgeable of client style guides, language and grammar regulations.
- Work closely with designers, account executives and production artists and clarify suggested changes in writing.
- Adhere to production schedule or accelerated dates from Director of Traffic and Production.
- Prioritizing workload efficiently to ensure work flows to respective departments in a timely manner.

PERFORMANCE SKILLS

- Fast and high quality execution.
- Meticulous attention to detail.
- Knowledge of Medical Device related industry an asset.
- An excellent command of the English language, with an emphasis on spelling and grammar.
- 3-5 years in the graphic arts industry in an electronic creative/production studio environment.
- A strong working knowledge of Adobe InDesign.
- Clear and effective communicator, service oriented, ability to self motivate and problem-solve.
- Must be organized and have the ability to stay focused and calm under pressure.
- Professional attitude.

ABOUT SIX DEGREES

Located in the heart of the Scottsdale Airpark, Six Degrees was purpose-built in 1999 to apply a better approach in building more successful brands. Combining psychology-based tools and techniques with sensory branding methods, Six Degrees developed its signature approach to helping businesses create real and lasting impacts for their brands. "Psycho-Sensory Brand-Building," our one-of-a-kind approach and philosophy, permeates the agency and inspires our people to find solutions for some of today's fastest moving brands.

Six Degrees has a unique and creative work environment, provides excellent benefits, and growth opportunities. No relocation package is available. If you meet all of these requirements, please apply for this job by sending your resume to HR@6dgs.com with a brief explanation of why you feel you'd be a good fit for this position.