

## JOB DESCRIPTION

Employee:	Open
Title:	Speechwriter/Copy Editor (Communications)
Division:	Communications
Reports to:	Sr. VP, Communications (Taylor)
Experience:	Mid-level
Position type:	Full-time

### Position Summary:

The Entertainment Software Association (ESA) seeks a full-time Speechwriter/Copy Editor who will report to the Senior VP of Communications. The successful candidate will draft remarks, talking points, and printed/digital collateral—all of which support the greater efforts of the group on major projects including the annual industry conference E3.

### Duties and Responsibilities:

- Serve as the primary speechwriter for the CEO and other senior executives as required, including development of speeches, thought leadership articles, and web/membership content;
- Keep current on relevant economic, governmental, industry, and policy issues that should be reflected or referenced in communications;
- Edit the work of other departments that prepare written materials in draft form;
- Revise, edit, and proofread content as needed or directed based on internal and external feedback;
- Respond to feedback in a timely manner;
- Able to multitask with a strong attention to detail;
- Capable of prioritizing and completing tasks prior to deadlines without sacrificing quality;
- Check copy written by others for grammar and syntax errors;
- Work with designers, illustrators, printers, photographers and production companies to complete products;
- Flexible and able to work within a team as well as with other departments;
- Demonstrated ability to succeed in a demanding and goal-oriented environment;
- Can synthesize data and multiple inputs of feedback and information into cohesive work-product; and,
- Work, as requested, with event organizers to obtain speech venue details.

### Required Experience and/or Education:

- Bachelor's Degree in Journalism or English;
- Five to seven years as a communications professional for a policy organization, public relations firm, marketing organization, congressional office, academic institution, or corporation;
- Experience with executive speech writing; and,
- Superior writing skills are essential.

**Preferred Qualifications:**

- Some video game/technology knowledge/experience would be desirable.

**Applications should include:**

- Resume; and,
- Three writing samples.