

**T. Fielding-Lowe Media Company, LLC.**  
**JOB OPPORTUNITIES**

**Job Title:** Editor/Proofreader

**Job Description:** T. Fielding-Lowe Media Company is looking for editors/proofreaders to read through book manuscripts. Editors/proofreaders will check for grammar, punctuation, spelling, word choices, spacing, and formatting are error-free. Analyze manuscripts for errors including fact-checking, research, and even ensuring the legality of texts.

**Duties and Responsibilities:**

- Review, revise, and edit the work of writers.
- Offer comments or suggestions to improve written work before publication.
- Identify inconsistencies in the works of writers
- Review and mark up page proofs
- Guide the plot and structure of the writing
- Provide clean and formatted manuscript
- Maintain good working relationships with authors and other key staff such as production, editorial assistants, proofreaders, graphics artists, and marketing personnel
- Keep track of scheduled dates to ensure manuscript publishes on time
- Attend weekly meetings to review book schedules and discuss any issues

**Job requirements and qualifications:**

- Sound knowledge of spelling, grammar and punctuation.
- Strong writing/editing/proofreading skills and an excellent portfolio
- Hands on experience with MS Office, Grammarly and other publishing tools
- Understanding of Google Drive
- A sharp eye for detail and the ability to concentrate for long periods of time.
- To work accurately.
- Organizational and time-management skills to meet deadlines.
- Excellent multitasking skills
- Critical thinker and problem-solving skills
- Team player
- Great interpersonal and communication skills
- Must have a laptop or desktop computer
- Email/Internet Access
- Enjoy working on your own.

Due to Covid, this position is remote.

**Compensation:** This position is a pay per page.

**About Us:** T. Fielding-Lowe Company is the mother company to T. Fielding-Lowe Media Company and TFL Network.

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T. Fielding-Lowe Media Company, LLC. is a full-service hybrid publisher supporting authors by offering book publishing and book promotion services. Our goal is to create high-quality printed or digital books, bringing each author's vision to pass. From editorial, design, marketing, production, and distribution services, our authors receive the support of our publishing team while still recouping all or a high royalty percentage in the business.

TFL.tv (Trust.Faith.Love.tv) is a subscription-based streaming service. We offer video-on-demand in form of documentaries, movies, and television series. This downloadable app is available through Roku. Our mission is to provide content that is inspirational, educational, and entertaining to our audience. The network focuses on three characteristics; sharing truth, growing in faith, and showing love for one another. TFL.tv is a faith-based and inspirational network.