



Editor + Writer

COMPANY LOCATION:
Minneapolis, MN

EMPLOYMENT TYPE:
Contractor (minimum of 20 hours per week; could expand to 35-40 hours based on project needs)
Opportunity to transition to .8 or full-time employee status based on fit and the needs of the business

WORK LOCATION + HOURS:
Schedule to be discussed; Open Book's hybrid work model prioritizes staff working in our Minneapolis office at least 2 days/week.

ABOUT OPEN BOOK:

Open Book Communications is a Minneapolis-based team of doers, thinkers, and makers serving clients nationwide with communications and creative leadership. Our focus is creating storytelling that changes lives and organizations through work that cracks the code of how to show and tell an organization's core story in compounding ways. We specialize in partnering with leaders driven by strong convictions and a vision for positive change who are wrestling with how to get their organizations to the next level. Our team culture is grounded by five core values: 1) drive toward remarkable outcomes, 2) big heart, no ego, 3) invite the challenge, 4) say it, do it, learn from it, 5) help others succeed.

ABOUT THE ROLE:

We're looking for a sharp **Editor + Writer (Contract)** who can take strong drafts and make them exceptional—clearer, tighter, more compelling—and who treats quality control as non-negotiable. You'll partner with our creative team to shape voice, structure, and narrative flow across websites, videos, narrative books, emails, and other client communications, owning the edit from first pass through final proof so deliverables are clean, accurate, and client ready. **Your superpower is moving work from good to great:** spotting what's missing, cutting what's extra, and elevating the whole piece so it lands.

This role reports to the Messaging Director + Project Lead and collaborate with project leads and creative team. This contract is ideal for an editor-writer who loves language as a strategic tool and can deliver crisp, on-brand work on deadline.

JOB RESPONSIBILITIES:

Build on and elevate initial creative direction for narrative storytelling.

- Edit and shape existing drafts to sharpen structure, flow, and voice; propose targeted rewrites where needed
- Translate concepts into clear, multi-dimensional messaging frameworks by refining language, headlines, and through-lines
- Offer ideas that expand and strengthen concepts to catalyze audience engagement and advance client brands

Craft custom written content across vehicles.

- Edit across formats (video scripts, websites, narrative books, fundraising, email, events), and write new sections, transitions, and headlines as needed
- Collaborate with designers/producers to carry story direction across deliverables; provide copy fit, alt text, and caption guidance
- Ensure consistency across channels (web, video, print, email) and teams
- Support Open Book marketing with light editing/writing for sales materials or social posts



Produce writing that meets Open Book’s standards for clarity and beauty.

- Demonstrate creativity and intelligence in language with mastery of grammar and style; elevate voice while preserving author intent
- Ground revisions in ideas and evidence; ensure point of view is coherent, nuanced, and audience-appropriate
- Match and maintain distinct client voices across channels and formats

Ensure quality control across communication vehicles.

- Proofread deliverables for spelling and grammatical accuracy as well as story cohesion, style consistency, and clarity
- Conduct relevant research and checks before and during the writing process to ensure writing is accurate and precise

Communicate clearly to move projects forward.

- Share timelines, availability, and risks early; provide concise edit rationale and next-step notes
- Collaborate in shared tools (Docs with Track Changes, Acrobat comments, Notion/Monday) to keep work moving efficiently

REQUIRED SKILLS & QUALIFICATIONS:

- Proven editor-writer; strong developmental, line, and copy editing across formats
- Evidence of writing experience (links to published work would be advantageous)
- Confident and clear communicator, both verbally and in writing
- Critical reading and thinking skills
- Self-starter who functions effectively within ambiguity
- Quick study; identifies themes, patterns, headlines, and through-lines
- Strong sense of self and naturally curious, not intimidated by change or challenge
- Impeccable quality control; fact-checking, proofreading, style and accessibility checks.
- Ability to balance multiple priorities and deadlines
- Appreciation for giving and receiving constructive feedback that helps work get better
- Growth mindset; iterates quickly and learns brand/domain language fast

PREFERRED SKILLS & QUALIFICATIONS:

- 2–3 years minimum experience in professional editing/writing (agency, in-house, or freelance) or portfolio showing equivalent level
- Experience working on projects relying on articulating vision and abstract concepts a plus