

# Sample AI Job Descriptions

The following are a sample of Job descriptions you can use in thinking about hiring or evolving roles to support an age of AI. We recommend using these as a starting place and building out the roles to suit your needs.

## Managing Editor

As a Managing Editor, you will be responsible for ensuring the quality of AI-assisted content produced at our company. You will collaborate with Content Strategists and Team Leads to bring innovative ideas to life in a timely manner.

Your primary responsibilities include:

- Overseeing the production of AI-assisted content from start to finish; including copy editing and proofreading.
- Ensuring AI-assisted content meets company standards in terms of accuracy, clarity, and consistency with brand voice.
- Monitoring and reviewing the progress of all projects related to AI-assisted content production; including those of subcontractors.
- Developing and implementing processes for quality assurance of AI-assisted content produced by our team.
- Working closely with Content Strategists to brainstorm and develop new concepts for AI-assisted content.
- Contributing ideas on how to improve the development of AI-assisted content production processes.
- Remaining up to date with advances in AI technology as it relates to content generation and curation.

To be successful in this role, you will need excellent written and verbal communication skills, as well as a strong attention to detail. You should also be highly organized and have the ability to work independently, while meeting tight deadlines. Finally, you will need an understanding of AI-assisted content production processes and current industry trends.

We are looking for a motivated individual who is eager to learn new technologies in order to help our team produce high-quality AI-assisted content.

## Editor/Fact-Checker

As an Editor/Fact-Checker, you will be responsible for ensuring the accuracy and quality of all content produced at our company. You will collaborate with Content Strategists and Team Leads to ensure that all content is accurate, reliable, and free from errors or omissions.

Your primary responsibilities include:

- Fact-checking all content, especially AI-assisted content, to ensure accuracy and reliability.
- Ensuring that all content meets company standards in terms of accuracy, clarity, and consistency with brand voice.
- Editing content for grammar, spelling, punctuation, syntax errors; as well as ensuring adherence to style guides and other editorial standards.
- Monitoring and reviewing the progress of all projects related to content production; including those of subcontractors.
- Identifying and resolving any discrepancies in the accuracy or reliability of content.
- Working closely with Content Strategists and Team Leads to identify areas for improvement and develop strategies for quality assurance.
- Utilizing AI tools, as well as traditional fact-checking methods, to ensure accuracy of data and content.
- Analyzing data to uncover trends and discrepancies in the accuracy or reliability of content produced by our team.
- Staying abreast of industry news, trends, and best practices to ensure content remains up-to-date.
- Participating in creating style guides when needed and providing guidance on best practices for editorial standards.
- Perform other related duties, as assigned.

## **Integrated Campaign Strategist**

### **Job Description:**

The individual who will be selected for this role should be adept at utilizing artificial intelligence for the repackaging and programming of content across various channels and audiences. When given a great piece of content, you immediately begin imagining a dozen different ways to distribute it and get more value out of each asset.

In this role you'll own the editorial calendar, set targets for viewership and develop distribution plans. You'll work in collaboration with channel owners and content creators to put together the best omnichannel approach for viewership and conversions.

Your primary responsibilities include:

1. Understand the algorithms that determine exposure for each major channel.
2. Set the distribution strategy for a given campaign and the larger editorial calendar.
3. Leverage AI for repackaging and ensure the quality of outputs for each channel.
4. Partner with channel owners to optimize content and fit their larger goals and schedules
5. Set deadlines and ensure a smooth campaign development workflow
6. Measure the impact of your distribution strategy on the campaign.

## AI Marketing Specialist

An AI marketing specialist will help the company adapt and reimagine its processes with the support of artificial intelligence technologies. Help us assess technology solutions, work with our security team to set and internally promote security practices, work with marketing leadership to set and educate the team on best practices and standards for AI use, and look for areas of friction in the process where AI can help.

Your primary responsibilities include:

- Stay up-to-date on the latest developments in artificial intelligence, regulation, use cases and best practices.
- Work with the team to develop new workflows to incorporate AI and reduce inefficiencies.
- Become the thought leader on AI in our company and increase AI literacy across the board, running programming, developing councils, and keeping our company on the cutting edge.
- Work with operations and finance to keep our technology costs in line with our strategy and consolidate tools where possible.