



Amusement Advantage is recruiting to fill 2-3 Editor/Quality Assurance opportunities starting in February 2017. We are seeking experienced Independent Contractors based in the U.S. with extremely flexible schedules.

Applicants must have previous professional experience in either editing, proofreading, quality assurance (written form) or writing. Applicants must also have conducted mystery shopping or have a good understanding of the mystery shopping industry. Knowledge of or experience in or related to the attractions industry is preferred.

Minimum Availability Requirements (must meet all the following):

- At least 4 days a week including **Sunday, Monday, Tuesday and Wednesday**
- At least 3 hours each day between **7am and 12pm** (Mountain Time)
- At least 3 hours each day between **2pm and 7pm** (Mountain Time)
- A max of **10 consecutive days and 20 total days** when they are completely unavailable between **May 10-Aug 20**

The number of hours worked can be significantly more or less than the above minimum availability based upon the number of shops available for editing and the length, complexity and quality of reports. This will vary on a daily and weekly basis.

Applicants with the most availability (including large blocks they can dedicate to being available to work even if work isn't always available) are given preference. You may not have any other year-round full-time commitments.

Although these positions are Year-Round, we are looking for individuals who can work at least twice as many hours in the summer months (June – August), as compared with the rest of the year.

Equipment and Workspace Requirements:

- Dedicated home office work environment to make and receive phone calls in relatively noise free conditions
- Reliable high speed Internet connection and a newer computer with Mozilla Firefox browser
- Unlimited long distance calling and the ability to use video calling several times a year

Experience Requirements:

Applicants must be **extremely detail oriented** and have a demonstrated knowledge of English grammar and spelling competency along with strong written and verbal communication skills. The ability to **understand and apply rules, guidelines and procedures quickly and in ever changing situations** is extremely important. Individuals must also possess strong time management and multi-tasking skills. It is essential for editors to work well independently while also taking direction and coaching from management. Applicants should have **excellent computer skills** for word processing, email, copy and paste, using multiple screens at once, project management or contact management applications and web/Internet searches. The ability to learn new software quickly is important as the company's editing system is proprietary.

Overview:

Editors conduct a final and comprehensive review, audit and quality check of results in a timely manner. Editors must be able to analyze results for content, flow, timing, grammar and spelling. Editors must assess client requirements and company guidelines and spot substantive problems in the submitted results. Editors are also responsible for obtaining additional information as needed from shoppers via phone and email. Editors must balance their schedule to complete editing for various types of projects within company procedures, know when to consult with other internal resources, escalate problems and sort competing priorities to meet client deadlines and requirements.

Compensation:

Compensation is based upon the number of mystery shops edited on a monthly basis and the length of each shop edited. Earnings potential is approximately **\$200 - \$500** per month (Sep – May) and **\$400 - \$1,000** per month (June – August). The more availability you have, especially on Sunday – Wednesday and during the months of June - August, the higher the compensation you can earn. Our autonomous culture rewards professionals who need the flexibility of a work-at home position and enjoy the challenges associated with working with a small business in the exciting attractions industry.

If you meet ALL requirements, please send a cover letter AND resume AND completed availability form found at the end of this document to hr@amusementadvantage.com with "Editor 2017" in the subject line.

If you previously applied for editor openings in the last 6 months do not apply again. You will still be considered.

