Managing Editor, TM Forum Research & Media  
Location: Western Europe or US (East Coast)

Introduction to TM Forum
We are an alliance of 850+ global companies working together to break down technology and cultural barriers between digital service providers, technology suppliers, consultancies and systems integrators.

Our work is defined by our members, which include 10 of the world’s top 10 network and communications providers and stretch across 180 countries. Our members tap into each other’s collective experiences and abilities to collaboratively solve complex industry-wide challenges, deploy new services and create technology breakthroughs to accelerate change.

We help communications service providers (CSPs) and their suppliers to digitally transform and thrive in the digital era. We do this by providing an open, collaborative environment and practical support which enables CSPs and suppliers to rapidly transform their business operations, IT systems and ecosystems to capitalize on the opportunities presented in a rapidly evolving digital world. You can learn more at www.tmforum.org.

Diversity & Inclusion at TM Forum
TM Forum is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, creed, color, religion, alienage or national origin, ancestry, citizenship status, age, disability or handicap, sex, marital status, veteran status, sexual orientation, genetic information, arrest record, or any other characteristic protected by applicable federal, state, or local laws.

The Managing Editor will report directly to the Chief Analyst. This is a senior role that includes managing a team of freelance creative staff, commissioning reports and publications to budget, overseeing the editorial and design content of all TM Forum publications and research papers across print and digital formats, and guiding the creative direction of our publications. The successful candidate will work with our highly-motivated and energetic team to create industry-leading publications and research reports and expand our portfolio of products.

Research responsibilities:

- Editing all reports, which includes editing for content as well as correct grammar and house style
- Coming up with ideas for graphs and charts in reports and ensuring they are accurate (correct data points, captions, accreditation etc.)
- Researching and adding TM Forum content to reports where appropriate
- Working with freelancers
  - Maintaining the commissioning form template and guidelines for freelancers
  - Onboarding new authors to set expectations and provide templates, style guide
  - Liaising with freelancers during editing process
- Maintaining the TM Forum Style Guide
• Working with the design team, which includes sending edited content for layout, proofreading reports in page and signing them off
• Input into front covers, titles and straplines
• Updating marketing briefs with report summaries and conclusions

Media responsibilities:

• Researching, writing, editing and posting articles, which includes adding graphics, assigning categories and tagging for SEO
• Managing and providing show daily coverage at events, which includes pre-event work to determine what to cover, whom to interview, etc.
• Editing freelanced case studies and writing some case studies internally
• Sharing Inform content on social media
• Tracking Inform analytics

Skill requirements:

• Minimum 5-7 years of experience as Editor of relevant telecommunications industry publication or Managing Editor of industry research group.
• Bachelor’s Degree in relevant discipline.
• Experience in managing a team of creative staff.
• Strong journalistic and proof-reading skills.
• Strong project management, organizational and time-management skills.
• Excellent inter-personal and communication skills.
• A motivated self-starter who can overcome or work around issues independently.
• Strong IT skills with common Microsoft applications, and experience of web-based apps.
• Experience of working with colleagues across multiple time zones and cultures.
• Flexibility to travel up 25% of the time post pandemic.

For immediate consideration, please forward resume with salary requirement
For more information, please view our website at www.tmforum.org
An Equal Opportunity Employer

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