



Reminiscence Bio

592-667-6739 | 592-613-8842

reminiscencebio@gmail.com

Writer/Interviewer

Deadline: May 12, 2021

JOB TITLE

Writer/Interviewer (Freelance)

REPORTS TO

The Writer/Interviewer will report to the Manager

JOB OVERVIEW

We are looking for a creative, meticulous Writer to join our team. As a Writer, you will be required to interview clients and record these engagements. You should be great at asking the right questions and be able to keep all sensitive information confidential.

To be successful as a Writer, you should have outstanding writing and research skills. You should be able to adhere to prescribed editorial guidelines without sacrificing creativity.

Top-performing candidates should be able to convey information in a manner that is accessible to their target audiences.

RESPONSIBILITIES AND DUTIES

INTERVIEWS

- Contact clients to be interviewed at home, place of business, or field location, by phone or email.
- Explain and outline the interview process to the client for smooth flow..
- Utilize the Company's online notebook 'Jotty' to guide the interview process.
- Ask open-ended questions that allow for elaboration and expression.

- Identify and resolve inconsistencies in the client's responses by means of appropriate questioning and/or explanation.
- Verify the spelling of all names or places mentioned.
- Take note of key information to shape the writing process.
- Collect photographs useful to the biography.
- Record interview/s via two recording devices minimum.

WRITING


- Convey, in written format, the factual account of the client's life experiences as shared.
- Ensure that written work represents a thorough account of the client's life.
- Conduct research to include factual information in biographies.
- Adhere to stipulated editorial guidelines.
- Tailor your writing style to meet the needs of your target audience.
- Type all biography-related content on an auto-saving software such as Google Docs.
- Proofread your work to correct errors before submission.
- Present drafts to the editor in a timely manner for feedback.
- Work with the editor and client to shape material for publishing.

QUALIFICATIONS

INTERVIEWS

- High level of proficiency in the use of the English language in oral form.
- Ability to establish and maintain effective working relationships with clients.
- Creative and inquisitive nature.
- Attentive to detail.

WRITING

- Bachelor's degree in English, Communication Studies, Journalism or a related field (preferred) **and/or** proven writing experience.
 - High level of proficiency in the use of the English language in written form.
 - Advanced proficiency in Microsoft Word and similar software.
 - Ability to work with minimal supervision.
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CONTACT INFORMATION

Expressions of interest in the form of an Application Letter and Curriculum Vitae must be sent to reminiscencebio@gmail.com by **May 12, 2021**.

Lisa Hamilton
Business Owner/Manager
Reminiscence Bio
Georgetown, Guyana

