



Amusement Advantage is looking for Independent Contractors for Project Coordinator-Editor/Quality Assurance roles. These long-term, work at home opportunities offer flexibility and side income.

**\*\*\* NOT accepting applicants from Alaska, Hawaii Canada or anywhere else outside the US \*\*\***

**OVERVIEW:** Editors conduct a final exhaustive and comprehensive review, audit and quality check of mystery shopping reports in a timely manner. Editors scrutinize and 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.

**EXPERIENCE:** Applicants must have substantial previous professional experience in **editing, proofreading, quality assurance (written form) or writing**. Previous **administrative or professional experience** that demonstrates extensive customer service, time management, organization and excellent verbal and written communication skills is also required. Applicants must also have conducted some type of mystery shopping work. Any knowledge of or previous experience in or related to the attractions, entertainment or hospitality industries is strongly preferred.

**AVAILABILITY: Minimum Availability Requirements (must meet ALL the following):**

- At least 5 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.** Applicants must not have any other year-round full-time commitments of any type to be considered. **Daily evening and some weekend work (every Sunday) is absolutely required.**

**We are looking for individuals who genuinely want to and are able to work at least twice as many hours in the summer months (Mid-May – August and October), as compared with the rest of the year.**

**SKILLS:** Applicants must be **EXTREMELY DETAIL-ORIENTED, obsessive about monitoring their own work, excellent communicators**, have a demonstrated mastery of grammar, spelling and punctuation and be very comfortable and capable writers. Strong verbal communication skills and 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 to work well independently while also taking direction and coaching from management. Applicants should have **excellent computer skills** for email, copy and paste, using multiple screens and web/Internet searches. The ability to learn new software quickly and autonomously is also important. **Constant, proactive, clear, candid and effective communication is absolutely critical for success in our virtual team environment.**

**TECHNOLOGY / WORKSPACE:** Applicants must have/provide all the following:

- Dedicated home office work environment to make and receive phone calls in relatively noise free conditions
- Reliable high speed Internet connection (not cellular based)
- Microsoft Office & Outlook

**COMPENSATION:** Earnings potential is approximately **\$350 - \$1,000** monthly (higher Jun-Aug) per month based upon the length of each shop edited, the number of shops edited and editor proficiency. Editors make an average of \$12-15 per hour after their first 3 months. Pay is a minimum of \$8 per shop or \$.03 per question contained in the report (many average over \$10 per shop). The more availability you have, especially on Sunday – Wednesday and during the months of June - August, the higher the compensation you can earn. We also provide paid orientation and conference calls.

**If you meet ALL the above requirements, send a cover letter AND resume AND completed availability form (found at end of doc) to [hr@amusementadvantage.com](mailto:hr@amusementadvantage.com) with "Editor Spring 2024" in the subject. No incomplete submissions.**

