



Liz Tray

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I am a freelance sub-editor with 18 years of experience. I currently work three days a week (Wed-Fri) at Time Out (Sep 2016-present). I have worked on books, magazines, websites, marketing plans, annual reports and dissertations for a variety of organisations and am available to work onsite or remotely from Saturday to Tuesday.

Clients include: Bella magazine, Ignite Hospitality (D&D London, Cinnamon Club, Enterprise Inns, The Dorchester, Russian Tea Room NYC, Whitbread), The Retail Practice and Popbitch.

Previous: Ink Global (on Etihad and easyJet inflight magazines), Arsenal FC, Hotel Café Royal, Bloomsbury Press, Ashgate, Routledge, Cambridge University Press, the Tenant Services Authority, Brent Council, L&Q Housing, Oxford University Press, Urban Junkies, iTrigga, Parkstone Press and Doodlebug Design.

Previous employment

Freelance sub-editor • February 2010 to September 2016

I worked from home exclusively for nearly 7 years for the clients listed above and as a proofreader for various student proofreading websites.

Couleur 3 • Producer • September 2010 to December 2010

I was hired to produce the pre-broadcast schedule for a one-off radio project for C3, the Swiss equivalent of 6Music. The station was commissioned to create a week of programming in tribute to Serge Gainsbourg, to be recorded in London rather than in their Lausanne studios. This consisted of creating a network of contacts and arranging interviews with collaborators – musicians, producers and engineers – biographers, photographers and famous fans. I was later interviewed on air about the project.

Ignite Hospitality • Office Manager/Proofreader • November 2008 to February 2010
At Ignite, a hospitality marketing and design agency, I managed the office full-time and did proofreading/copy editing for clients. I also assisted with the running of a PRS/MCPS-accredited label, Imprint Music. I worked on an album release (package creation, compiling the extensive digital booklet, organising vinyl/CD manufacturing) and the associated tour (liaising with booking agents, promoters and online/radio pluggers) for the band Sensor. Ignite are still one of my most valued clients.

Skin Two Magazine • Editorial Assistant • October 2000 to November 2008

My duties included writing/editing news and features, proofreading, research and office management tasks including managing accounts, debt collecting, subscriptions, client liaison etc. A reference can be supplied by my former editor, Tony Mitchell, who trained me and has been published by Carlton Books, having previously been associate editor of Sounds.

Software

Though I'm not a designer I can use InDesign, InCopy, QuarkXPress and Photoshop at basic levels. Others: WordPress, Adobe Experience Manager, Citrix, , MODX Revolution, FileMaker Pro, accounting programs Xero and MYOB.

Other experience

The Guardian • July 2011

I spent a week learning how to sub for a newspaper in the newsroom at The Guardian's offices in King's Cross, which frankly was a thrilling place to be. During this eye-opening period I worked under senior sub-editors and under the direct supervision of the former production manager David Marsh.

Empire/BIG! • January 2000

This two-week placement, which was part of a few months of work experience gained after I finished my GNVQ, consisted of answering readers' letters, cataloguing competition entries, online research, running errands, transcribing taped interviews and completing clerical tasks.

heat magazine • November 1999

Most of the work here was similar to that of MOJO, below, as I also worked under the editorial assistant. In addition, I worked extensively in the picture library.

MOJO • October 1999

I took on various administrative tasks such as running errands and sorting mail and I assisted the art director and the editor (Paul Trynka), while working under the supervision of the editorial assistant (Jenny Bulley, now the reviews editor). I also helped to compile an album reviews database for their website and catalogued over 1,000 albums while working there.

Education

Bury College, Manchester • September 1997 to May 1999

GNVQ Advanced Media – Communication and Production (Distinction achieved)

Staffordshire University, Stoke-on-Trent • September 1995 to June 1996

BA (Hons) History of Art and Design (incomplete)

Manchester High School for Girls, Manchester • September 1988 to May 1995

A-levels: Classical Civilisation, English Literature and History

GCSEs: English Literature, English Language, History, Maths, Home Ec. Physics, Chemistry, Biology, Latin and French

TV & Radio

I have appeared on the BBC World Service, Five Live, BBC Radio Manchester (four times), Key 103 (several times), XS Manchester, TalkSport, Granada TV and Couleur 3 (twice) as an interviewee on panel and solo discussions about music and football.

In addition, I interviewed [Mark Gatiss](#) and also consulted on an [episode of C.S.I.](#) during my tenure at Skin Two.

Interests

I have an overwhelming obsession with music. You can find plenty of [gig reviews](#) (I've been to over 350) on my website, plus others on [albums](#), [films](#) and [football](#). I have also edited newsletters, as a volunteer, for [Kisharon](#), an organisation providing education and care for children and adults with learning disabilities.

During the months of August to the following May I can be found having my weekends ruined by Manchester City FC.

References are available on request.