

**Cricket Media, Inc.**  
**Bilingual Editor (English/Chinese required)**  
**Chicago, IL**

**About Cricket Media:**

Cricket Media is a leading international children's media company, producing award-winning mobile apps, digital editions, books, and magazines that connect kids globally to great learning experiences. Cricket Media pairs award-winning digital and physical content with safe and secure collaboration tools to connect K-12 children around the world to enlightening learning experiences. This includes 11 award-winning children's media brands across a full spectrum of formats, languages, devices, and platforms. Cricket Media also hosts the world's largest community of K-12 classrooms enabling students and teachers to safely connect with like-minded learners and educators worldwide. Cricket Media puts the world in the hands of students and teachers by facilitating authentic and dynamic exchanges and collaborations with thousands of classrooms in almost 200 countries and territories. To learn more about our company, visit us at [www.cricketmedia.com](http://www.cricketmedia.com)

**About the Position:**

Cricket Media is seeking a Bilingual Editor, fluent in English and Chinese, to work in its downtown Chicago, Illinois office. The Bilingual Editor will coordinate production of 12 children's magazines per year, both print and digital formats, featuring Chinese and English content. The position reports to the Director of Editorial. The editor will adapt Chinese-language content to appear in U.S. market in both Chinese and English.

**Key Responsibilities:**

- Shaping editorial theme/identity.
- Creating and maintaining editorial production calendar.
- Creating and maintaining issue schedules.
- Overseeing workflows.
- Planning individual issues.
- Editing translations of Chinese-language content.
- Coordinating audio narration of requested material.
- Proofing in-house page proofs and printer page proofs.
- Managing approval processes per established protocols.
- Managing production of digital publishing product.
- Participating in larger-scale planning as requested.
- Proofing and approving Chinese-language adaptations of English publications.

**Qualifications and Requirements**

- Fluency in Chinese and English.
- Strong literary background; a passion for children's literature.
- Keen editorial judgment, excellent writing skills.
- Sensitivity to the experiences of very young children: what intrigues them, what delights them.

- Desire to collaborate closely with a small creative team; ability to give and receive constructive, creative feedback.
- Excellent organizational skills, with the ability to manage complex multi-media projects and geographically dispersed teams.
- Ability to thrive in a fast-paced, deadline-conscious, high-growth company. Strong organizational and project management skills.
- Proficiency in a variety of technologies (including tools, devices, and software) for work and communications.
- BA required; minimum 5 years of experience. Experience developing content for both print and digital platforms is preferred.

**Working at Cricket Media:**

Cricket Media has a diverse workforce with individuals who are leaders in their fields committed to making a difference at the intersection of content, technology, and education. Our staff is universally committed by the desire to “do well and do good.” People who value these ideas, understand how to make them real at scale, and who thrive in a fast-paced environment will do well at Cricket Media.

Our culture values and encourages creativity, transparency, accountability, and integrity. Cricket Media is an equal opportunity employer and does not discriminate in employment. We also offer a full range of employment benefits for our regular full-time employees.

**To apply:** Send cover letter and resume to [jobs@cricketmedia.com](mailto:jobs@cricketmedia.com). Please reference “CCPPG EDITOR” in the subject line. No phone calls, please.