

Jake Indiana

Experience

TITEL MEDIA/HIGHSNOBETY

www.highsnobety.com

Director, Editorial Operations | January 2025 - present

- ✦ Project-manage flagship editorial content across digital and print platforms
- ✦ Support Editor-in-Chief on high-level editorial strategy and planning
- ✦ Collaborate with creative leads to execute tasks, manage team workflows, and ensure brand alignment
- ✦ Act as editorial lead for B2B communications and projects
- ✦ Liaise between editorial and sales teams to align strategy, deliverables, and client expectations
- ✦ Organize all ad sales and brand integration opportunities related to editorial initiatives

Managing Editor | November 2019 - January 2025

- ✦ Manage all talent-based feature content from development to publication
- ✦ Plan and oversee content calendar, ensuring alignment with brand tone and timing
- ✦ Lead weekly pitch meetings and delegate assignments to editorial staff
- ✦ Work directly with copy editor to uphold house style, tone, and accuracy
- ✦ Draft headlines and social copy, and oversee fact-checking processes
- ✦ Oversee cross-functional collaboration with design, video, and commerce teams

Music Editor | January 2017 - October 2019

- ✦ Oversaw, curated, and produced all daily music content for Highsnobety
- ✦ Managed editorial staff in Berlin and New York offices
- ✦ Collaborated with senior editors on ideation and pitch development
- ✦ Commissioned and managed contributor content through the editorial process
- ✦ Produced original photoshoots and offsite music events

Staff Writer | March 2016 - December 2016

- ✦ Produced and sourced content for daily news posts
 - ✦ Conducted interviews for long-form editorial features
 - ✦ Supported lead editors with daily content production
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Skills

COMPUTER

- ✦ Exemplary skills in Wordpress/CMS, Asana, and Google Sheets
- ✦ Proficient in Photoshop, InDesign, Facebook, Instagram, YouTube, Vimeo and Mailchimp

LANGUAGE

- ✦ Certified in B1 German

Education

PACE UNIVERSITY,

DYSON SCHOOL OF THE ARTS & SCIENCES

June 2015 | New York, NY

Bachelor of Arts in Literature and Culture,
Minor in Art History

- ✦ GPA: 3.92
- ✦ Honor's College
- ✦ Dean's List

SEMESTER AT SEA

Fall 2013 | Charlottesville, VA

Studied in Europe, Africa & South America

Contracts

COPY EDITOR

August 2019 - Present

Copy editor and fact checking services provided for Document Journal, Hodinkee, & Crack Magazine as well as other various non-editorial business clients.

FREELANCE CONTRIBUTIONS

June 2016 - Present

Published work regularly featured on Resident Advisor, Crack Magazine, i-D, Out Magazine, Dazed, Kaltblut Magazine, Antidote, & Anonymous

CHERYL

June 2016 - Present

Drag alter ego. Veteran of the Berlin cabaret circuit. Creator and co-host of the talk show 'Apocalypse Tonight'. Performance & hostess work featured at Bushwig 2019, Bushwig Berlin 2018/9, Tanztage Berlin 2019, WHOLE United Queer Festival 2018.

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