Nicola Moffatt

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Employment

June 2011 - present

**Freelance journalist, Public Relations and writer**

Since making the transition to becoming a freelance journalist, I have been involved in a wide range of exciting projects. I wrote my first equestrian book in 2011, an all-round guide to caring for horses and ponies, and I have edited Show Circuit Magazine in New Zealand, a position I thoroughly enjoyed and carried out on a part-time basis from home. I am currently the Deputy Editor for Horse magazine, but in my freelance role I also write regularly for Horse&Hound, Horse&Rider and many other equestrian titles. I also do the PR for an equestrian company called Treehouse Sporting Colours. My job is to raise the company’s profile by sending out press releases, updating social media, writing their monthly newsletters and compiling any relevant features for magazines.

January 2008 – June 2011

**EDITOR – Horse&Rider Magazine, DJ Murphy Publishers Ltd.**

As Editor, I had overall responsibility for Horse&Rider, from brainstorming feature ideas to commissioning articles, booking photographers, liaising with the repro house and printers and overseeing pages from raw copy through to press. I managed a team of six staff on a day-to-day basis and my brief was to take and then keep Horse&Rider as the number one choice for horse owners who buy equestrian monthly titles in the UK. It was an extremely administrative intensive role and required daily prioritising of budgets and resources to meet tight deadlines and company objectives. We had to constantly brainstorm creative ideas to keep the magazine ahead of its competitors, and running a magazine and team gave me experience in all facets of business from budgeting to problem solving.

August 2010 – June 2011

**FREELANCE PROOF READING AND SUBBING - Natural History Museum**

This job required me to have real attention to detail as I was proof reading everything from event listings to scientific brochures, to check carefully for typos, grammar and inaccuracies. The content was always full of long and difficult scientific terminology, which needed checking, and I was required to stick to a very tight style brief. I have learnt a lot about the science world, due to being given this opportunity, and I feel it has broadened my publishing skills immensely.

October 2002 – December 2007

**DEPUTY EDITOR – Horse&Rider Magazine, DJ Murphy Publishers Ltd.**

As second in command, I spent a lot of time organising photo-shoots and writing features. I was responsible for making sure that the other staff members were on time with their features and for getting a good work flow of articles through to the designer, so that deadlines were all met without any last-minute stress.

February 2000 – October 2002

**SUB EDITOR – Horse Magazine, IPC Media**

I subbed pages on a daily basis and was responsible for fitting layouts and sending pages to the printers. This job required me to be organised and very meticulous. I had to cut copy, identify grammatical and typing errors and ensure tight deadlines were always met.

June 1996 – February 2000

**ASSISTANT EDITOR – PONY Magazine, DJ Murphy Publishers Ltd.**

I did most of the photo-shoots for PONY, from arranging the yards, ponies and children, to kitting them out and organising them on the day. I also took most of the photographs, wrote features, subbed copy and dealt with contributors and printers.

October 1994 – June 1996

**EDITORIAL ASSISTANT – Horse&Rider and PONY Magazines, DJ Murphy Publishers Ltd.**

My first job in publishing, this was an administrative role where I was required to offer general support to the editorial team as well as being responsible for picture research and filing, contributor payments, answering readers’ letters and queries and any other administrative jobs associated with the day to day running of the magazines.

Education

**Cannington College, Somerset**  1992-1994

National Diploma in Horse Management with Business Studies, gaining a merit

**The Ridings High School, Bristol**

English, English Literature, Maths, French, Biology, Chemistry GCSEs

Skills

* Feature and press writing
* Editing and subbing with an eye for detail
* Office and IT Skills
* Proficient use of Microsoft Office (Word, Powerpoint, Excel), Photoshop, Quark Xpress and InDesign
* Database Skills
* Ability to work to tight deadlines and under pressure
* Creative with small budgets
* A positive thinker and enthusiastic in everything I do
* BHS Stages 1 & 2, Preliminary Teaching Test, Riding and Road Safety Certificate

Interests

I love to be outdoors – whether I am riding my horse, walking my dog or taking on a new challenge. I run several times a week and read a lot in my spare time – both magazines and books. I am passionate about horses, particularly the competition world, and have trained my own horse up to medium level in dressage as well as competing for Great Britain in mounted games during my Pony Club days.