ALICE FAYE METCALFE

Personal Details

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I am a fully qualified freelance journalist with ten years experience writing for newspapers, magazines and websites, specializing in baby and parenting features. Publications I have written for include thebabywebsite.com, Emma's Diary, Take A Break magazine and a blog for www.baby-moon.eu. I have a toddler called Leo and draw on my experience as a mother, as well as the network of young mums I have made since his birth, in my writing. Recent work includes articles on tongue-tied babies, establishing sleep patterns, dream feeding, baby's development in the first year and breastfeeding cafés.

Employment History

Present   **Freelance Writer**

Writing features for publications including Take A Break, Emma's Diary, thebabywebsite.com, www.baby-moon.eu, the Orange website, Exclusive magazines and Dubai Ladies Club Magazine.

October 2009 –   **Assistant Editor**
May 2010   **Newsquest: Hertfordshire Editions**

Assisting the editor of four newspapers, page packaging the newspapers and managing the plans for each publication, managing and editing the newspapers' websites as well as uploading and downloading their content, holding weekly reporters' meetings, managing the photographic team, sub editing and laying out four newspapers and supplements, proofing and editing pages and web content for legalities, grammar and spelling, on-call duty editor for four in-house print and online publications.

March 2008 –   **Sub Editor**
October 2009   **Newsquest: Hertfordshire Editions**

Sub editing and laying out two newspapers, uploading and downloading content to the website, proofing and editing pages and web content for legalities, grammar and spelling, on-call duty editor for five in-house print and online publications.

July 2004 -   **Features Editor (Previously Features Writer)**
March 2008   **Newsquest: Limited Edition Magazine**

Responsible for full editorial content and style of four monthly lifestyle magazines covering travel, property, interiors, fashion, health and beauty, celebrity interviews, theatre, hotel and restaurant reviews and miscellaneous lifestyle features. My position involved:

- managing a team of two permanent staff, and commissioning freelance writers
- sourcing and writing features, and compiling editorial content
- editing, designing and laying out pages
- maintaining responsibility for overall editorial quality and for meeting deadlines

- editing the magazine's website (www.lemagazine.co.uk)

Nov 02 - Jun 04   **Features Writer and News Reporter**
                        Newsquest: Bucks Free Press and Limited Edition Magazine

As features writer for the Bucks Free Press' arts and entertainment section, Freetime, and for the Buckinghamshire edition of Limited Edition Magazine, my roles included:

- sourcing and writing features, and writing music, exhibition and theatre reviews
- laying out and proofing pages
- commissioning copy from a pool of freelance reviewers

As news reporter (for three months), my responsibilities included reporting on court hearings, council meetings and local news stories, and conducting vox-pops.

Dec 01 - Aug 02   **Freelance Features Writer**
                        Newsquest: Evening Press, York and Limited Edition Magazine

My roles included writing features for the Yorkshire edition of Limited Edition magazine and special supplements for the Evening Press. I also worked as a freelance reviewer at the paper, covering concerts and theatre productions.

Education and Qualifications

2005   Refresher course in journalism law

2004   **National Certificate Examination (NCE) in Newspaper Journalism**

2002   Darlington College of Technology
                  NCTJ Pre-entry Qualification (100/min Teeline shorthand)

2000 - 2001   University of York
                  MA in Music

1996 - 1999   Royal Welsh College of Music and Drama,
                  2.1 BA (Hons) in Music

1987 - 1996   ABRSM violin and piano, Grades 1 to 8

1989 - 1996   Talbot Heath School for Girls, Bournemouth
                  A-Levels (1996)   English, Music, French

Referees

Available on request.