



## **IATEFL LTSIG Content Manager**

**August 2021 - July 2024**

The content manager holds the responsibility of sourcing and producing content for the LTSIG, including the LT Newsletter, the website and other outlets.

### **Role description**

#### **The content manager should:**

1. collaborate with the rest of the content team, which includes the content editor, the webmaster and the social media manager
2. find contributions for the website blog (articles, book reviews, columns, videos, podcasts)
2. compile and edit/proofread the contributions
3. follow up leads for possible articles
4. remind guest authors/bloggers of submission deadlines
5. find/select photos or create multimedia as needed
6. be able to organise the content of each issue and produce 3-4 eNewsletters per year
7. write the editorial for each newsletter
8. communicate closely with the SIG co-ordinator, and the rest of the committee.
9. revise and update (in collaboration with the website editor) clear publications' guidelines for a variety of formats, e.g. blogs, articles, videos, podcasts and other multimedia.

10. ensure that only quality content is submitted to the webmaster. This requires the ability to make sound decisions regarding overall content
11. attend monthly meetings (online) and share updates, insights, ideas, issues or problems with the committee.

**An ideal candidate for the position should:**

- have excellent editing and writing experience
- have experience in conducting research in EdTech and be able to evaluate and edit research articles
- have competent multimedia publishing skills including creating videos and working with Wordpress
- have an eye for detail and the ability to meet deadlines
- be resourceful and know where to find good writers, bloggers and cutting-edge thinkers
- have strong interpersonal networking skills. This is crucial for fostering quality professional relationships within ELT and attracting talented guest bloggers, writers and experts in the field who could contribute content to the LTSIG website
- keep abreast of developments in the EdTech field
- have excellent communication skills as they will need to communicate clearly with the website editor, content team members, the LTSIG committee and the community at large
- have a good balance of creative & critical thinking skills
- take the initiative when inspired or required to do so.

The position lasts 3 years. If the committee member wishes to step down from the position they should give a two-month notice to the coordinator and help induct the new person replacing them. Once elected, the committee member can re-apply for another 3-year term subject to the rest of the committee vote.