

Publication Assistant (reviews)



This role includes supporting the Publication Editor of our flagship publication, *TEYL WorldWide*, with the commissioning of articles, commissioning of advertising, proofreading, editing in conjunction with authors, and other administrative and editorial tasks.

In addition, this role will involve special responsibility for the Reviews section of the publication and other YLTSIG channels, including creating content, commissioning, proofreading, and editing reviews, and promoting our reviews on social media and in other appropriate channels.

Interested parties will need to contribute to:

- sourcing contributions (e.g. articles, book reviews, columns)
- sourcing advertisers and advising them regarding their requirements
- sourcing photos and other related artwork
- compiling and editing/proofreading the contributions
- liaising with the layouter and discussing layout wishes/requests/changes
- attending committee meetings and staying in contact with the SIG Committee
- uploading and publishing online content

An ideal candidate for the position would have:

- good spelling and grammar skills
- good computer skills and internet access
- strong interpersonal skills
- the ability to work to deadlines
- a commitment to promoting diversity and inclusion in the publications and other work of the SIG