



Publications Officer

The responsibilities include any publication which the SIG produces - newsletters, blogs and books, though at the moment the only LitSIG publication is the online newsletter. The responsibilities include: the commissioning of articles; commissioning of advertising; proofreading and editing in conjunction with authors; production of the 'From the Editor' article for newsletters; liaison with the Coordinator for the 'From the Coordinator' article and for any SIG announcements which should be included in the newsletter. The Publications Officer role also includes typesetting and final proofreading.

Interested parties should:

- have access to email for discussion and planning purposes
- be able to produce two quality newsletters every year. The contents of each newsletter will be discussed with all the committee members, and if possible an overarching theme will be identified: for example, in the near future we would like to develop editions of the newsletter dedicated to regional issues, although we are open to other possibilities.
- note that the position requires close communication with the SIG coordinator and IATEFL HO
- be able to make decisions regarding the overall content
- find advertisers and advise them regarding their requirements and be willing and able to dedicate the time needed to do this
- find contributions (e.g. articles, book reviews, columns)
- follow up leads for possible articles
- remind committee members of submission deadlines
- compile and edit/proofread the contributions
- find / select photos, as needed, including cover photo
- write the editorial for each issue
- organise the content for each issue and email it to IATEFL HO for mailing to members
- liaise with the lay outter and discuss layout wishes/requests/changes
- do the final proofreading of the newsletter and send the email to members to accompany the newsletter to IATEFL HO
- send a list of contributors and their regular email addresses to IATEFL HO
- send billing information of advertisers to IATEFL HO
- attend committee meetings and stay in contact with the SIG Committee

An ideal candidate for the position would have:

- well-developed editing and writing experience
- good spelling and grammar skills
- good computer skills and internet access
- strong interpersonal skills
- be able to work to deadlines