



Webmaster and Social Media Coordinator

Responsibilities of the role include:

- updating and maintaining the LitSIG website
- coordinating the SIG's social media and posting news items
- using social media to promote LitSIG activities
- coordinating & moderating the online programme for SIG conferences
- processing, editing and uploading video and audio recordings for the SIG website & YouTube channel
- preparing flyers for SIG events
- preparing slides for SIG events (PowerPoint)
- writing (or helping to write) the online relevant features in the SIG Newsletter
- dealing with queries from members concerning the SIG's online activities
- providing technical support for other committee members where necessary
- helping to shape the future of the SIG's online presence by exploring ways in which web technologies can enhance membership and establish a global reach for SIG activities
- storing, annotating and making easily available an archive of material previously produced by and for the SIG (e.g. open forums, discussion, webinars).

An ideal candidate for the position would have:

- experience of working with content management systems (website)
- experience of working with web conferencing tools
- experience of working with social media tools
- basic video & audio editing skills
- good Microsoft Word & PowerPoint skills
- a familiarity with trends in social media
- a keen interest in how technology is used in teaching and professional development