

# Joint Publication Editor



This role involves the editing of our flagship publication, TEYLT Worldwide, with the commissioning of articles, commissioning of advertising, proofreading, editing in conjunction with authors, and other administrative and editorial tasks. TEYLT Worldwide is published twice per year for SIG members and has a long history of high-quality, engaging and forward-thinking articles.

## **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
- liaising with the PubsCom team at Head Office
- uploading and publishing online content

## **An ideal candidate for the position would have:**

- good spelling and grammar skills
- an eye for detail
- 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
- good general knowledge of YL pedagogy across a variety of age ranges.