

## MaWSIG Editor: role description

### Main duties and responsibilities

The main role of the Editor is to work closely with the Publications Coordinator, the Website Coordinator and the Social Media Coordinator in producing high-quality content for MaWSIG. MaWSIG commissions regular blog posts for the website, which are collated annually into an ebook.

As Editor you will be involved in a number of tasks, including, but not limited to:

- working with blog contributors on drafts of their posts, obtaining author images and bios, editing the posts ready for upload to website
- providing editorial support for MaWSIG publications (blogs, ebooks, emails, social media posts, flyers, posters, website material, contributions to IATEFL publications and presentation slides) to include content editing, copy-editing and proofreading
- checking on permissions for any third-party material used
- delivering edited material to committee members on schedule
- acting as deputy for Publications Coordinator in his/her absence or unavailability
- liaising as required with the Publications Coordinator to discuss the progress of publications
- attending committee meetings regularly to keep informed of planned events and potential sources of material and topics for publication
- developing and maintaining contacts in the wider ELT community to provide sources of information and material for our publications.

An ideal candidate for the position would:

- have excellent organisation and communication skills
- have experience in both content and copy-editing, and strong skills in this area
- be quick to communicate with the rest of the committee and join in our regular online team meetings (currently every other Thursday at 08:45 UK time)
- have experience of ELT teaching and of the ELT materials writing/creating process
- understand the current issues of the ELT industry and how these impact materials writing
- have relevant contacts in the ELT publishing industry.