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.