**News Editor**

**Purpose of the Role**

To be responsible for the publication of SHCG News twice a year (October/April), which includes:

* Seeking submissions via the SHCG e-mail list or by approaching potential contributors directly
* Issuing reminders about the submissions deadline as it approaches and following up on offers of submissions
* Seeking to ensure each Issue has a good mix of topical news items and articles and, where possible, that they relate to important national themes / commemorations, etc.
* Liaising with the Marketing & Fundraising Officer to promote advertising opportunities in the News
* Editing the submissions and seeking suitable images to accompany them
* Commissioning and working with a designer to create, edit and publish the final magazine
* Posting out print copies and ensuring digital versions of the News and the Journal (once a year) are emailed to required recipients
* Expect to engage with the work of SHCG and respond to requests for consultation, reading and commenting on proposals from other Trustees.

**Person specification**

* A member of SHCG (individual or institutional)
* Able to attend 3 Trustee meetings per year (attendance and travel = 1 day)
* Commitment and enthusiasm for the role.
* A proactive approach to seeking submissions which help to support SHCG’s Mission.
* Accuracy, consistency and attention to detail
* Project management and organisational skills
* Confident in setting deadlines with contributors
* Able to allocate the necessary resources to ensure the News is issued on time
* A willingness and confidence to take the role and develop it in line with the above requirements.

**Impact**

The News Editor helps to further SHCG’s aim to support practitioners by championing innovation, advocating the value of social history curatorship and supporting inspirational practice in museums and community heritage venues. The individual will have overall responsibility for the publication of up to date news and articles highlighting innovative and inspirational practice in social history curatorship.

**Support**

The News Editor works closely with the Membership Secretary to ensure members receive print and digital copies of the News, as applicable to their category and level of membership. The support of the Marketing & Partnerships Officer is also key in promoting advertising opportunities in SHCG News. The Journal Editor will tie-up postage of the Journal once a year with the April edition of SHCG News.