009-577NPO

LIASA-IN-TOUCH MAGAZINE

About the Magazine

LIASA-in-Touch is the official magazine of LIASA and as such has a key role to play in managing the LIASA brand. It is published quarterly and currently reaches approximately 1300 members from across all the library and information services sub-sectors. The magazine is published in March, June, September and December and circulates to the Academic, Public, School, and Special Libraries Sectors, including NGOs, resource centres, government libraries and knowledge centres, distributed to all LIASA individual and institutional members, partners, funders and stakeholders such as library associations throughout Africa and abroad, relevant national government ministers and officials, and other interested parties.

Each issue has a particular focus, usually connected to the themes of LIASA projects or key events, such as SA Library Week and the LIASA Annual Conference. In addition, Branch and Interest Group Activities, general news from libraries, updates on key issues in the sector and on LIASA programmes and corporate affairs are featured. Currently the magazine averages 24 pages in full colour.

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Job Description of the Editor

Job objective

To keep the LIASA membership informed about the organisation and its activities and national and international developments in the LIS sector by gathering and disseminating relevant information as elicited from a number of sources from within the Association and the broader LIS community.

Functions

1. Serve as ex officio member of the Representative Council
2. Newsgathering
    a. Invite contributions from the membership, the LIASA Executive and the LIASA National Office
    b. Monitor LIASAOnline, minutes of Rep Council meetings, reports and the broad media for items of interest
    c. Come up with new topics and approach specialists to write on these topics
    d. Invite contributions from regular external columnists
3. Co-ordinate the submission of such items and set deadlines based on the frequency of the magazine
4. Issue timely reminders with regards to set deadlines
5. Correspond with those who have submitted regarding acceptance or non-acceptance of their items including advice on revisions and taking of suitable photographs
6. Proofread all articles and organise in logical folders for design and layout
7. Responsible for proofreading, layout, design and editorial of magazine
8. Monitor the complimentary mailing list and update information on targeted recipients outside of the LIASA membership
9. Edit, approve/reject and distribute general information between issues
10. Assist with the budget forecast and funding proposals.
11. Manage advertisements from regular advertisers and try to attract new advertisers.
12. Liaise closely with the various Interest Group and Branch PRO's
13. Report to the National PRO on all matters related to the magazine

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Requirements

1. At least 5 years continuous membership of LIASA
2. Good communication skills in English especially with regard to email communication with contributors
3. Excellent writing skills in English
4. Proven editorial skills
5. Proven proof-reading skills
6. Access to efficient ICT
7. An in-depth knowledge of LIASA, its history, organisational processes and programmes
8. An ability to work independently and stick to deadlines and encourage contributors to do the same
9. Easy access to graphic designer for design, layout and printing of magazine