

# **Somersetshire Coal Canal Society**

## **Role Description – Magazine Editor**

The Society publishes a quarterly magazine 'Weigh-House' which contains interesting articles on the history of the canal and associated ventures while also highlighting the current activities of the Society. The duties of the Magazine Editor include the following:

- To plan a future programme of magazine editions
- To invite articles from committee members and other sources for each edition
- To make their own contribution to the articles to be included
- To design the overall magazine layout and lay it out for printing and the web
- To edit and sub-edit articles into a high-quality final design
- To review and confirm the magazine content with the Chair prior to publication
- To arrange for the magazine to be printed
- To work with the Membership Secretary on the distribution of the magazine to members and other supportive bodies