

Position: Webmaster - Arts Awards Program

Staff Liaison:	Joy Kramer, Administrator	519-747-8537
Volunteer Services Contact:	James Nye	
Website:	www.kwartsawards.ca	

Objective:

- provide support services to a highly-regarded community arts recognition program

Responsibilities:

- create new web pages and update existing web pages as necessary
- work with Web design standards and principles, HTML, CSS
- work with content management website systems
- search engine optimization: finding the right keywords and knowing how and where to use them, getting inbound links
- write online copy that works for both an online audience and for search engine bots
- co-ordinate web functions, monitors web activities, incorporates new technologies into the web site, and enhances existing web sites

Place: TBA

- meetings are arranged by the committee
- volunteer will also work at home

Time Commitment:

- year-round position with a fairly even time commitment (75 hours/year approximately – 4-6 hours/month)
- work load moderately increases closer to two Arts Awards events in the spring
- attendance at most meetings (once monthly, 3 hours approx., evenings) is preferred, but not required

Qualifications:

- knowledge of browser compatibility issues for all platforms/major browsers
- understanding of volunteer organizations and needs of volunteers
- self-motivated with a keen enthusiasm
- conversion of existing images (TIFF, BMP, PSD) for online use
- familiarity with content management system editing
- significant knowledge of or background in HTML and design
- detail oriented

Benefits:

- satisfaction of providing a valuable service, by helping this important community program to operate successfully
- enjoy the genial company of other volunteers

Screening Requirements:

- satisfactory interview

Additional Information:

- use of personal computer, printer, and email is required