

Focused Website Administrator

5 - 30 hours per month

- Post new events to website with appropriate links, wording, tags, and #s
 - o Calls for Entries
 - o Events
 - o Exhibits
 - o Meetings
 - o Summer and Winter Parties
 - o Lectures
 - o Workshops
 - o Press Coverage
 - o et cetera
- Find/share metal art news posts from our members on the website
- Create forms for online submissions to exhibits, contest, and events
- Create online registration for workshops and some exhibits
- Select content to be “front page” featured content posts and remove “front page” posts when event is finished
- Update Member Resources area for new benefits listings, events, videos, forums, etc
- Update content to be “past” versus “present” or “Upcoming” to limit visitor confusion and keep website organization clean
- Reorganize website as needed; differentiate between posts, pages, portfolios, and featured content to automate as much of the website organization and content as possible
- Update plugins, web themes and backend software as needed
- Back up website on server; maintain website health; troubleshoot and solve website issues
- Upload new board meeting agendas, minutes and video minutes to website and vimeo as req'd
- Ensure that all guild website based emails, Mailchimp, and other mail senders have met all the security requirements for safe email delivery
- Create email accounts with the mbmag.org domain as needed