



## **Webmaster**

### **Description**

This position will coordinate the web presence and graphic design needs of a creative arts school and agency. An interdisciplinary hub of training, management, marketing, scouting and recruitment and various collaboration projects.

### **Responsibilities**

- Developing and maintaining a comprehensive, content-rich website regarding all aspects of activities (designed to reach multiple audiences at varying technological skill and literacy levels).
- Expert with a wide variety of security, engineering, networking, and operating system software.
- Provide a systematic communication of project status and key milestones to all clients.
- Creating print media products including newsletters, magazines, brochures, infographics, resource guides, promotional items, displays, etc.
- Creating digital media products including videos, presentations, and online versions of print resources.
- Assisting with the development of content for print and digital products.
- Assisting with branding efforts, including expansion of existing branding and development of new branding strategies.
- Taking photographs and videos as needed.
- Assisting with communications and dissemination planning.
- Assisting with social media efforts and other duties as assigned.

### **Requirements**

- Print Design - brochures, magazine ads, mailers, etc.
- Web Design- website management, email design etc.
- Video editing/film production
- Social media
- Online marketing
- Google analytics
- Adobe Premiere Pro, Adobe After Effects, Adobe Web Suite, Adobe Creative Suite 6 or newer

### **Majors**

Bachelor's Degree in graphic design, programming, computer science, information technology, communications or related field..