

## **Website Manager**

Marketing and Communications Department

**Reports to: Vice President of Public Affairs**

**Supervises: n/a**

### **POSITION SUMMARY:**

The Corcoran Gallery of Art / College of Art + Design seeks a self-starting, innovative, creative, and artistic individual to serve as the Website Manager. Reporting to the Vice President of Public Affairs, the Website Manager is responsible for providing leadership, development, design, accuracy, consistency, timeliness, research of new technologies/vendors, and technical maintenance of the Corcoran's web presence.

Applicants should submit a cover letter, resume, and examples of their web design experience. Position is open until filled. Application reviews will begin immediately.

### **Duties and Responsibilities:**

#### **Content Management**

- Maintain continuous and effective communication with staff and faculty to update website content.
- Serve as a consultant to staff and faculty on how to maximize the website's functionality through the use of social media and other communication vehicles.
- Create knowledge management tools and applications to assist staff and faculty with departmental objectives.
- Develop and implement the editorial calendar for the home pages and other areas of the site as needed.

#### **Website Administration:**

- Responsible for day-to-day operation and functionality, including technical administration, of the Gallery and College's website.
- Manage website's monthly activity reports.
- Collaborate with the Information Technology Department on technical issues related to network connectivity, data security, user access, application and testing of OS security patches, data back-up, and firewall configuration.
- Maintain synchronization of production and development of web servers.
- Serve as the liaison to the Internet Service Provider (ISP) to troubleshoot and resolve ISP-related issues.

#### **Strategy and Planning:**

- Provide the web team with exceptional leadership to plan and implement the design/redesign of the website. This includes consulting with staff, faculty, and students if/when assessment of the website is needed.

- Provide periodic assessments of the website using site traffic, web design trends, best practices, and other means.
- Research new technologies and applications to optimize the website's effectiveness.
- Identify critical issues and provide supervisor with recommendations whether additional support is needed.

**Required Qualifications:**

- BA, BS or equivalent
- 3–5 years of website design and development experience
- Knowledge of PHP, CSS, MySQL, HTML
- Exceptional customer service and interpersonal skills
- Self-starter and detailed oriented
- Able to work independently and in a team environment
- Excellent oral and written communication skills
- Track record of being able to lead several projects simultaneously
- Experience with social media (Web 2.0) technologies

**Preferred Qualifications:**

- Certificate in website design/development or equivalent
- MLIS, MA in Museum Education, MA Graphic Design
- Experience working in higher education and/or cultural institutions
- Strong knowledge in the Arts and Humanities
- Experience with content management systems, such as Drupal, Joomla, CONTENTdm, and/or Moodle
- Familiarity with Raiser's Edge, PowerCampus, Filemaker Pro, Liquid Templates, and Sharepoint