



WEB MASTER

AT EAST VALLEY CHILDREN'S THEATRE

Description:

The Web Master at EVCT would update and maintain the Theatre's website, post updates as necessary and manage the store transactions.

Purpose and Impact:

Our goal is to provide youth a forum for building career and life skills, it is of the upmost importance to have a website that is current and engaging to our current patrons, as well as interesting and informative to our new visitors. We are looking for an energetic person who is on top of the latest news and announcements, and can relay information in a timely and creative manner.

Scope of Work:

The Web Master would maintain and update our new website, manage store transactions, while cultivating and preserving Compliance and Domain requirements.

Skills and Attributes:

The Web Master should have sophisticated knowledge of website development tools, techniques, and languages, be creative, loves to "think out of the box", have fundamental graphic arts skills, enjoy troubleshooting and have expert organizational skills, and be prompt with updates.

Timeframe/Schedule:

The job would preferably be for one season or 12 months.

Work Environment:

The web master would collaborate with Artistic Director for program and event updates and make excellent use of resources available on the site. This person would be surrounded by fun, energetic people who welcome new ideas.

Work Space:

Work can be done on the office laptop or at home. Work hours and flexible, conducive to a friendly schedule for all.

Transportation:

Our office location offers abundant free parking, and is conveniently located on bus lines, with direct connections to the light rail and the Superstition Springs Transit Center. Our office is ADA accessible.

Benefits:

The Theatre would give the web master free theatre tickets to award-winning shows, provide all software and training as needed, offer creative opportunities, and a great experience to add to any resume.