



Director Of Online Presence

POSITION RESPONSIBILITIES

- 01 / Liaises w/ Director of Communication & Social Media Coordinator
- 02 / Oversees Festival website
- 03 / Coordinates with website developers
- 04 / Updates or replaces content on website
- 05 / Updates, sets-up and monitors all applications
- 06 / Oversees access to all internet sites including the following: website, PayPal, Square, Dropbox, Google Account, and Stripe
- 07 / Manages Google Admin account (set up accounts, as needed, billing, routing, and aliases)

GENERAL EXPECTATIONS

- 01 / Understands the Festival's mission, policies, programs, and needs
- 02 / Serves as active advocate and ambassador for the Festival
- 03 / Prepares for and conscientiously participates in Board meetings
- 04 / Available and willing to work the majority of the Festival
- 05 / Comfortable with current technologies (email, MS Office, Dropbox)
- 06 / Cognizant of proper social media etiquette
- 07 / Financially responsible with Festival funds

TIME COMMITMENT

- 01 / 3-year term
- 04 / Monthly Board meetings, January–October, approx 3 hours each
- 03 / In addition to monthly meetings, 1-2 hours per week on average; 2-5 hours per week Aug-Oct