



CONTRACT POSITION DESCRIPTION
Webmaster - Website Build and Content Coordinator

About Shunpike:

Shunpike's mission is to provide independent arts groups with the services, resources and opportunities they need to forge their own paths to sustainable success. We provide groups with back-office services that strengthen their day-to-day operations, while also offering strategic guidance that leads them toward their long-term goals.

About the Role:

Reporting to the Executive Director, the **Webmaster - Website Build and Content Coordinator** will manage and coordinate all aspects of creating Shunpike's new website, being responsible for seeing this project through to its successful completion. The Webmaster coordinates volunteer expertise and staff participation to incorporate existing auxiliary sites, back-end systems specifically designed for Shunpike's client management, and archive material, while updating current text, information and resource links.

Contract Scope of Work:

Website build: Responsible for all technical aspects of the website, including

- Building and maintaining the Shunpike Wordpress website as well as all the associated add-ons.
- Coordinating with Shunpike expert advisors and staff, to ensure that all of our website functions are thoroughly developed - from branding and marketing concerns, fundraising initiatives, and professional development resources, to client and board member sign-in and access to relevant documents.
- Monitoring the system to ensure it remains available, responsive and secure.

Website design: Coordinate with Board Marketing Committee regarding overall visual design, and style guides.

Website content:

- Working with Shunpike's staff and Marketing Committee members to create site architecture, and to write and/or edit content that engages our audiences and communicates the organization's mission, vision, and values.

Required Expertise:

- **Technical ability:** Previous experience building and maintaining Wordpress Websites; familiarity with Wordpress add-ons; fluent in HTML and CSS.
- **Design ability:** Have successfully designed a website with a beautiful user interface, intuitive to understand and simple to navigate. Current on website trends and knows how to optimize for mobile devices. Is able to position Shunpike's online ability to more firmly be able to serve a statewide audience.
- **Writing ability:** Demonstrates visual storytelling through a website's design, layout, and CMS. Understands that a nonprofit's ability to fundraise and market are deeply tied to this, and is able to coordinate and collaborate with Shunpike staff and Marketing Committee members to do so. Demonstrated written communication skills will strengthen your application.

Preferred Experience: Familiarity with the non-profit sector, and a documented interest in and understanding of the arts. Project management experience will be highly valued, and can include experience such as chairing a school auction, or managing a neighborhood activism group, in addition to web-related projects.

Expectations: 20 hours/week, min. 1 day in office, estimated 4-month engagement. Detailed schedule TBD. Core office hours are 10am – 6pm. **Project Budget:** \$8,000 - \$12,000, DOE.

To Apply: send cover letter and proposal, including three work samples, to info@shunpike.org; preference given to applications received by 11/27/2017. Estimated start date: 12/4/17.

Shunpike is an Equal Opportunity Employer. Employment policies and programs are nondiscriminatory in regard to race, gender, religion, age, national origin, disability, veteran status or sexual orientation. People of color are encouraged to apply.