



BLUE DEVIL PRODUCTIONS

MUSIC // COMEDY // FILMS

Web Development Director

Positions and Responsibilities for Blue Devil Productions

Position Summary

The Web Development Director shall design and maintain all Blue Devil Production website activity and design and develop microsites for larger shows and Homecoming. Also, work on other activities that include multimedia design.

Detailed Description

- Maintain Blue Devil Productions website in accordance to University Policies regarding student organization websites.
- Implement content like press releases, images, web links and any other information valuable to a web browser, in a timely manner.
- Keep up to date records on website for upcoming and past events.
- Explore possibilities of implementation of other multimedia opportunities.
- Executing design and development of microsites for large shows and Homecoming.
- Maintain the website's template and setup, and further develop an understanding for the structure in order to teach future Web Development Directors.
- Work with production board to achieve the best design and quality control of content for website.
- Develop and monitor a system of tracking web traffic with the use of Google Analytics.
- Submit and adhere to a schedule of no less than 5 weekly office hours, held in the Blue Devil Productions office.
- When necessary, maintain Blue Devil Production computers, including handling software problems, requests for outside technical assistance, maintaining photographs as needed.

Requirements for Position:

- HTML and CSS.
- Adobe Dreamweaver (or equivalent), Photoshop, and Illustrator.

Beneficial Knowledge to Position

- Basics of PHP, JavaScript, and jQuery.
- Audio and video editing software.