

Webmaster

GENERAL INFORMATION ABOUT THE LMEA WEBSITE

LMEA's website is a WordPress website, designed in 2014. It uses the Classic Editor plugin. The webmaster should be comfortable with the following:

- WordPress
- Classic Editor
- Gravity Forms
- Real 3D Flipbook
- Events Calendar
- Essential Grid

THE WEBMASTER SHALL:

- Follow FERPA privacy rules when working with student information. Follow LMEA's confidentiality and privacy policies when working with parent, and teacher information. Work with the Executive Director and Editor to confirm the information that can be released to event chairs.
- Attend LMEA Board of Director meetings. Attend Conference Committee and Executive Committee meetings when requested to.
- Maintain a highly organized and easy to navigate content.
- Update/post information for all upcoming LMEA-sponsored events as it becomes available from the Executive Committee or Division Chairs, including dates, locations, event details, documents, and all related forms (both paper and online), etc. Create pages for newly created events, as required.
- Maintain a consistent look and feel throughout the website, ensuring that, for example, all divisions' All-State ensemble pages contain the same or the same types of information in a similar layout and formatting, that all assessment pages should include general information pertaining to all divisions plus similarly formatted division pages, etc.
- Update LMEA's website regularly to reflect the current LMEA policies, procedure changes, and other association business when adopted by the Board of Directors.
- Keep the statewide calendar (Events Calendar) updated.
- Work collaboratively with the Editor to finalize and post *The Louisiana Musician* flipbooks
- Administer all online event registrations and payments, working collaboratively with the Executive Director to update information and forms. Provide registration spreadsheets to the Executive Director and event or division chairs when requested.
- Create sliders as needed for various events and pertinent information
- Update board of directors, award recipients, and partner organization links once a year or as needed. (Job openings are currently being posted by the editor.)
- Work collaboratively with the Editor and Public Relations Chair to update advertisers and any advertising information or forms.
- Monitor LMEA's main email (lmea@lmeamusic.org). Answer, clarify, or forward emails from teachers, parents, and others as needed. Assist in troubleshooting teachers' and parents' questions/needs related to event information and registration forms.
- Archive web-based information for future needs and reference.

ADDITIONAL SKILLS/RESOURCES NEEDED:

- Some minor coding is required to modify the side menu and to compute pricing or modify html blocks in Gravity Forms.
- An understanding of minor coding is helpful when updating various webpages.
- Mail merge is required for some auto-generated notifications. This is particularly helpful in meeting the needs of various universities' or schools' accounting offices.
- Photo editing and resizing; access to royalty-free images for sliders and headers.
- Ability to work with and edit PDFs for updating some forms and documents and for assisting in final preparation of *The Louisiana Musician* and Conference/All-State online programs.
- Embed video and/or audio files, including learning tracks as requested by division chairs.

ADDITIONAL RESPONSIBILITIES:

- Keep up with and discuss with the Executive Director all renewals related to the website and website maintenance
- Zoom – set up meetings, download meeting recordings for archiving in LMEA google drive
- Google Suite – serve as LMEA's admin; assist as needed
- Administer LMEA's Google Suites account. Create @lmeamusic.org email accounts for "positions" that will pass down to subsequent officers. Assist in creating and organizing the information in LMEA's main drive.
- YouTube – upload and format files for LMEA's channel (occasionally, editing is needed)
- Accurately set up Credit Card module registration forms

TERM OF APPOINTMENT:

- Webmaster's term of employment is one year (July 1 to June 30).
- The position will be reviewed annually by the elected board members, Conference Chair, Editor, and Executive Director.
- The term of employment is approved by the Board of Directors annually.
- The annual salary is \$9000.