



Multimedia Director

Positions and Responsibilities for Blue Devil Productions

Position Summary

The Multimedia Design Director shall design and maintain all Blue Devil Production website activity and work on other activities that include multimedia design.

Detailed Description

- Maintain Blue Devil Productions website in accordance to University Policies regarding student organization websites.
- Maintain events on website. Receive press releases, images, web links and any other information valuable to a web browser.
- Keep up to date records on website for upcoming and past events.
- Explore possibilities of implementation of other multimedia opportunities.
- Maintain Blue Devil Production computers, including handling software and hardware problems, requests for outside technical assistance, maintaining photographs.
- Create and maintain template of website and design instructions for how the site was created for future multimedia design 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.
- Submit and adhere to a schedule of no less than 5 weekly office hours, held in the Blue Devil Productions office.

Beneficial Knowledge to Position

- HTML, CSS. Beneficial to know ActionScript and JavaScript.
- Dreamweaver, Flash, Photoshop, and Illustrator.
- Knowledge of server-side scripting.
- Audio and Video Editing Software.