

## **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.
- 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.
- Maintain the website's template and setup, and further develop a understanding for the structure in order to teach future multimedia 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.
- When necessary, maintain Blue Devil Production computers, including handling software and hardware problems, requests for outside technical assistance, maintaining photographs.

### **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.