



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.

Detailed Description

- Maintain Blue Devil Productions website in accordance to University Policies regarding student organization websites.
- Update content like press releases, images, web links and any other information on the BDP website in a timely manner.
- Keep up to date navigation and page structure on website for upcoming and past events.
- Explore possibilities of implementation of other multimedia opportunities (video or poster design).
- 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.
- When necessary, maintain Blue Devil Production computers, including handling software problems, requests for outside technical assistance, and maintaining photographs, as needed.
- Submit and adhere to a schedule of no less than 5 weekly office hours, held in the Blue Devil Productions office.

Requirements for Position:

- HTML, CSS. Beneficial to know ActionScript and JavaScript.
- Adobe Dreamweaver (or other program to edit code ie. Atom), Photoshop and Illustrator.

Beneficial Knowledge to Position

- Adobe Flash
- Knowledge of server-side scripting.
- Audio and Video Editing Software.