

# Website/Webcast Director

WIQH's website provides lots of information about the station. It needs to be updated regularly as show schedules change and events come along. A complete redesign of the site is always possible, too. In addition, as the station begins webcasting, there's a need for a person to make sure audio streaming is working properly. The WIQH Website/Webcast Director is responsible for all or this.

## Some specific things you'll be doing:

- making sure the broadcast schedules, events listings and other time-sensitive material on the website is updated multiple times every week (more often when applicable...sometimes every few hours)
- adding new pages and features to the site to make it interesting and attractive
- completely redesigning the site if desired, again to keep it interesting and useful
- troubleshooting problems with the site when they occur
- working to keep the site compatible with as many different browsers and platforms as possible
- recruiting and encouraging other students to get involved with the station's website maintenance and design
- preparing Show Logs and Donor Announcements for several weeks of the year
- attending regular managers meetings



## Personal qualities you will need:

- willing and able to devote 3 - 5 hours per week to the station every week
- creativity...should be the kind of person who likes playing around with graphic design, cool website layout and coding new features
- self-motivated, will come in, sit down and get to work without someone asking you to
- good at delegating; getting people to help rather than doing all the work by oneself
- detail-oriented and committed to quality
- knowledgeable about website design software (the site is currently maintained using Dreamweaver but that could be changed)
- able to be told "we need to add this to the website right away" and quickly put something together
- willing and able to train other station members how to maintain the WIQH website

The Website/Webcast Director's got to be both really good at the technical side of website development *and* at the creative aspects, too. The day-to-day parts of the job require patience and willingness to update site content. Over the course of the whole year, the creative parts involve designing cool site layouts, adding new pages, coming up with eye-catching and clear ways to display information on the site.

There hasn't been a Website Director this year. Contact Ned Roos for additional information about the job.