

# Website Services Intern

## Job Summary

The Website Services Intern will work with Festival staff to ensure that the Festival's website is up-to-date with the latest information. The Website Services Intern will also develop and implement a plan to increase the Festival's use of social media sites to promote and provide information about the Festival.

## Primary Responsibilities

1. Update website content as needed: general information, sponsor logos & names, performer content (photos, biographical information, links), volunteer needs (March – August)
2. Work with Festival staff to update/re-vamp website content – first focus will be on sponsor and volunteer pages (ongoing)
3. Design and present a social media plan on how the Festival can better use social media websites to promote, fundraise, update and educate (March, April)
4. Upon approval of social media plan, implementing the plan, which includes, but may not be limited to: creating or updating current Festival profiles, updating the website to include social media links, blogging, tweeting, etc. as requested by Festival staff. (April to August)

## Requirements

Qualified individuals will:

- have their own computer
- be comfortable receiving the majority of work requests via email
- be able to work independently in a remote location. (The Festival has limited office space.)
- have related experience, education or training with web design and use of html
- have an understanding of and interest in social media
- be able to meet deadlines and have work completed soon after receiving the work request
- show attention to detail

## Schedule

Hours vary between March and August. Work schedule is very flexible.

## Salary

This is a volunteer internship.