

## Job Title: **Marketing Web Assistant**

Work Hours: Variable (including weekends and evenings)

Hourly Rate: \$15/hr

### **The Organization**

Cal Performances presents outstanding artists from throughout the United States and abroad in fine arts performances and community programs, which promote excellence, innovation, diversity, education and community involvement. Cal Performances' online presence has grown considerably, including the online ordering system which now accounts for over 50% of our organization's overall ticket sales. The Marketing Web Assistant reports to the New Technology Coordinator.

### **Background and the Position**

The Cal Performances website is currently hand-coded (as opposed to being housed in a content management system/CMS) and relies entirely on programming – HTML, CSS, Bootstrap, PHP, JavaScript, and AngularJS – put into place for both template and function. Using HTML/CSS/PHP includes/JavaScript, the Marketing Web Assistant position assists in the day-to-day site tasks/maintenance as well as project-based tasks as needed.

### **Responsibilities**

\* Assists in the updating of Cal Performances' website content.

\* Using style guides and basic page templates, updates web content and builds additional web pages in a timely manner on Cal Performances existing web site, using HTML, CSS, JavaScript and PHP.

Using Photoshop or other photo editing software, manipulates photos for size, cropping, resolution, overlay of copy, and other edits. May create original images as needed.

Duties of job in these areas can at times be time specific/sensitive.

\*denotes an essential job function

### **Qualifications**

Required:

- Working knowledge and understanding of web site design, maintenance and construction.
- Demonstrated knowledge of HTML and CSS (Cascading Style Sheets).
- Understanding of PHP includes and basic Javascript programming.
- Understanding of UNIX server commands.
- Must be able to work independently and quickly to meet required, often changing deadlines.
- Must be available to work a variable schedule (days/evenings/weekends).
- Must be very detailed oriented.
- Must be a current UCB student.
- Must be able to successfully pass a background check.

Preferred:

- Experience using web authoring (such as Dreamweaver), photo editing (such as Photoshop) and file transfer (FTP) programs.
- Experience with MS Office Suite.
- Own computer with Adobe and MS Office Suites installed, as well as HTML editing software (i.e. Dreamweaver or similar) and FTP/Telnet utilities (for flexibility of working location and time).
- Work-study preferred.

To apply email resume to [lzummo@calperformances.org](mailto:lzummo@calperformances.org). **Specify 'Marketing Web Assistant' in the Subject line of email and please let us know if you have work study or not.**