



MNWS Webmaster

- Board title:** Webmaster Chairperson-quarterly stipend due to the technical/special skills required for the role.
- Terms:** Volunteer Minimum of 2 Years; Longer commitment is desirable.
- Requirements:** Complete Webmaster Chairperson Responsibilities.
Attend and contribute to Board meetings .
Attend “In Person” events.
Interface with all board members.
Familiarize self with by-laws on www.minnesotawatercolors.com.
Coordinate and manage transition of role and responsibilities.
- Mission Statement** “To further the development of the watercolor artist by providing a supportive environment with education, exhibition opportunities, promotion of public appreciation and greater visibility of the art”.
- About the role:** The Webmaster manages and updates the MNWS web page. The position also includes maintaining members websites, posting the newsletter, Go Daddy responsibilities, links for Mail Chimp who “unsubscribe” and technical support.
- Responsibilities:**
- **Home Page:** Update for monthly meetings, update slider (top banner that shifts every few seconds), upcoming events, and footers for You Tube and Facebook.
 - **About:** Update information in History, Board members, Past President, By Laws, and Signature Members.
 - **Meetings:** Add content as provided by Program Chairperson.
 - **Workshops:** Add Workshop information, update events, add info to home page slider, provide list of submissions.
 - **Spring Exhibition:** Add upcoming show, update events, add registration, close registration, provide list of submissions, add accepted paintings, update home page slider. Content provided by Exhibition Chairperson.
 - **Fall Exhibition:** Add upcoming show, update events, add registration, close registration, provide list of submissions, add winning paintings, update home page slider. Content provided by Exhibition Chairperson.
 - **Exhibition Rules, FAQ's, Submission Rules Agreement:** Update as requested by Spring and Fall Chairpersons.
 - **Members:** Maintain member's websites. Updates provided by Membership Chairperson from renewal/new registrations.
 - **Newsletter:** Add Newsletter as it is released, using GoDaddy.
 - **Resources:** Page updated as information provided.
 - **Join:** Update changes i.e Membership Chairperson, prices, membership timeframe, registration form, and provide list of submissions for membership
 - **MNWS Subscribe Page-Not visible publicly** Send a link to members who inadvertently unsubscribe from Mail Chimp
 - **Go Daddy Responsibilities:** Management of MNWS email, Newsletter, Wordpress user and SSL.
 - **Technical:** Web content Plus, HTML, Wordpress, MailChimp and additional technical support (website upgrades, etc.)



**Experience
Recommended**

Computer skills as defined in Technical and Go Daddy listed above
Organization Skills
Communication Skills