



## **Part Time Web Producer**

### **Temporary, October 2020 - March 2021**

#### **Marketing & Experience Division**

The BMA is seeking a part-time Web Producer to edit content and produce web pages for various BMA websites and digital platforms.

#### **Overview**

Working with the Marketing and Experience Division, the Web Producer will help the digital team maintain, update and create new content for audiences in the digital space. The BMA is building a new website, and a key element of the work will be performing QA on new templates and helping build new pages in a new content management system that are scannable, organized, and balance text and visuals. The part-time Web Producer will also update channels on the existing website, brainstorm visuals with the creative services team, and write copy about programs and events.

This is a part-time, temporary position beginning as early as October 19, 2020 and extending through March 31, 2021 with an average of 12 hours per week. The position reports to the Director of Content Strategy and Publications. While the work is remote, candidates from the Baltimore region are strongly desired.

#### **Requirements**

- BA in journalism, marketing & communications, a related field, or equivalent experience
- Strong HTML and CSS skills
- Familiarity with FTP and website file structures
- Awareness of accessibility standards for digital content
- Experience with Photoshop or comparable photo-editing software
- An eye for design and typographic hierarchies
- Strong collaboration skills
- Fluency with videoconferencing (Zoom)
- Excellent writing and verbal communication skills
- Excellent attention to detail
- Monday-Friday availability, though hours have some flexibility

The BMA is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

Please send cover letter and resume to [HR@artbma.org](mailto:HR@artbma.org) with "PT Web Producer" and your first and last name in the subject line.

Application deadline is October 5, 2020.