Steyning Arts Website Design Role

Website designer/manager/editor. Occasional social media contributor.

Full role Description

Task	What it involves	When
Maintaining website security.	Updating WordPress software, themes and plugins as an when required.	Variable but perhaps twice a month.
Fixing bugs arising due to updates.	Review site and check functionality. Fix bugs as required.	Variable but perhaps twice a month.
Monitoring group news.	• Participating in core group meetings and generally keeping up to date with the group's activities. • Updating the website with important news. • Promoting any special events on the website. • Adding anything relevant in the newsletter to the website.	Variable but perhaps every month.
Answering email queries from group members.	Responding to any specific requests that concern the website from individual members. E.g. adding tuition services, resource suggestions, updating joining details and any other queries in general that concern the website.	Variable.
Liasing with website artist editor.	Variable but can involve fixing bugs, suggesting new functionality, assisting with any special requests.	Variable but perhaps every couple of months.
Investigating any new features and functionality suggested for the website.	Variable but can involve research then adding new functionality, pages and features as required.	Variable.
Managing the site hosting renewal.	Once a year.	Once a year.
Managing the site's domain name renewal.	Once a year.	Once a year.
Updating group's Instagram account.	Variable.	Variable.