Lambeth Art Association

Job Descriptions for Executive Positions and Show Conveners

Title of Job: Webmaster

Date of Description: November 2022

Prepared by: Michele Stewart - michelestewart2077@gmail.com

General Description of Position:

* Maintains and enhances the LAA website
* Ensures communications received through the LAA website are routed to the appropriate executive or member for follow-up
* Encourages members to participate in the website and to keep their content current
* Assists members who would like to participate in the website, as necessary (e.g. explaining how to email photos, cropping photos).

Description of Any (Technical) Skills Required:

* Must have very good computer skills such as Word, photo editing software, the ability to upload/download files
* Experience building/maintaining a website is helpful but not required.

Approx. Amount of Time Required: (is this daily, weekly, monthly, annually?)

* Time will vary but is approximately 1 to 2 hours a month.
* During the month before the show, there is a much greater amount of time required to post paintings as publicity for the show. This could be 10 to 20 hours of work.

Can this job be shared/shadowed?

* It would be helpful to have a shadow administrator to fill in for the Webmaster when they are unavailable and to learn how to take over the Webmaster position in due course.

Comments/ Suggestions/Helpful Hints:

Although previous website experience is not a necessity, this position would likely be best filled by a member who is very comfortable with online technology and who regularly uses social media. There is a “learning curve” in terms of using the website software, but once the basics have been learned, it is relatively easy to use.