



On Line Coordinator

Cavalcade of Bands, Inc is searching for an on-line coordinator to organize and populate our website and social channels. This is a seasonal stipend level position which requires the largest amount of time (primarily remotely) and effort from mid-August through mid-November with a lighter focus from mid-February through mid-April.

This role is primarily event driven, with online content provided pre, during and post events along with other important dates of the association. Experience and a strong understanding of WordPress, Facebook, Twitter, Video and YouTube are critical for this role.

Ultimately the ideal candidate will be someone who has been connected with music and the arts with high school bands, but is not a requirement. Due to potential conflicts, this position cannot be a band director, staff member, judge or administrator but rather someone who has the time to totally focus on our entire media content.

Under limited supervision, this position is responsible for managing content, web population and implementing continuous growth to our online content. The coordinator will collaborate with any board or administrative members as needed, especially the Executive Director, who they will report to. This position owns the process of website content and works across multiple platforms to provide the most current information possible.

Position Specifics

- Populate our website with all levels of information including contest specifics and results
- Provide content, photos and appropriate information on the association Facebook page
- With approval from school directors, post student photos as appropriate
- Place all marching and jazz shows on social media, throughout each season
- Monitor all social channels, for questions and inappropriate comments. Coordinate with the Executive Director on challenging issues
- Use Facebook Live when appropriate and practical
- Pursue areas like Fan Favorites or other social interactions at championship events
- Search for appropriate student voices to share their perspective with our audience
- Attend events, when practical, for social interactions, especially photos from events
- Develop a team of photographers to gather and post photos from each event
- Mandatory attendance at our marching championship weekend in November and jazz festival in April posting photos, video and behind the scene content

Knowledge Requirements

- Experience with WordPress our open-source program for the site
- Understanding the responsive functionality on all devices through WordPress
- Experience with the WordPress dashboard
- Excellent prioritization, planning and organization skills
- Effective communication and proofreading skills
- Ability to handle confidential information
- Collaboration must be able to work independently as well in a team environment
- Flexible and willing to adjust to a changing workload to ensure timely results
- Excellent typing, electronic filing, word processing and interpersonal skills
- Effective self-direction and motivation

If interested, please contact Executive Director Paul Smith at psmithcavalcade@gmail.com for additional information and interview.