



ROLE DESCRIPTION

All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

Role:	Web Team
Reports to:	Director of Communications
Position overview:	Web team is responsible for developing, updating and maintaining the website. Help find solutions to problems or ideas that come up that require web tools to fix.
Responsibilities include:	<p><i>Before Convention</i></p> <ul style="list-style-type: none"> ● Manage the posting of content for the Hal-Con website based on submissions from the Content Coordinator while keeping SEO strategies and deadlines in mind. ● Find web based solutions to issues that arise. ● Ensure the site is consistently up to date. ● Work with the IT team, as necessary, to develop ideas around mobile IT (including, if necessary, configuring and updating applications such as Sched or Guidebook). <p><i>During and Post-Convention</i></p> <ul style="list-style-type: none"> ● Work with photography/videography teams to get photos/videos uploaded ● Supervise the Content Coordinator as needed (if applicable). ● Assist other teams as needed during the convention. <p><i>Post-Convention</i></p> <ul style="list-style-type: none"> ● Remove ticket sale content from website and replace with place holder text ● Designate what will be considered “previous year’s content” and supervise it’s removal. ● Ensure that the Content Coordinator posts End of Year Messages in a timely fashion. ● Change front page to hibernation mode for one month following event ● Ensure all content is uploaded and new site is ready to launch two months following previous year event.



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Skills and other details:	<ul style="list-style-type: none">• Excellent written communication skills (use of appropriate voice, good use of grammar)• Website Development, Wordpress, Gmail, Google Drive Applications, PHP,• good time management skills• highly organized.
Eligibility requirements:	<ul style="list-style-type: none">• Must sign a non-disclosure and non-compete agreement
Description last updated:	January 2023

If you're interested in applying for this post, please email recruiting@hal-con.com with your interest and qualifications, explaining why you feel you'd be a great person for this position. Applications close **February 28th** and interviews will take place shortly thereafter. Only those considered for the position will be contacted.