

## 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 Manager
Reports to:	Director of Design
General description of role:	Supervise the web team in developing, updating and maintaining the website. Help find solutions to problems that come up that require web tools to fix. Develop ideas for improving the website.
Responsibilities include:	<p><i>Before Convention</i></p> <ul style="list-style-type: none"> <li>• Manage the posting of content for the Hal-Con website based on submissions from Hal-Con team, while keeping SEO strategies and deadlines in mind.</li> <li>• Find web based solutions to issues that arise.</li> <li>• Ensure the site is consistently up to date.</li> <li>• Work with the Hal-Con team, as necessary, to develop ideas around mobile apps, including uploading information from the applicable applications such as Sched to the Hal-Con website.</li> </ul> <p><i>During and Post-Convention</i></p> <ul style="list-style-type: none"> <li>• Work with Design and Communications to get photos/videos uploaded</li> <li>• Assist other teams as needed during the convention.</li> <li>• Ensure the website is updated as needed.</li> </ul> <p><i>Post-Convention</i></p> <ul style="list-style-type: none"> <li>• Remove ticket sale content from website and replace with place holder text</li> <li>• Designate what will be considered “previous year’s content” and supervise its removal.</li> <li>• Ensure that any end of year messages are posted in a timely fashion.</li> <li>• Ensure all content is uploaded and the refreshed site is ready to launch two months following the previous year event.</li> <li>• Work with Merchandise Coordinator to populate the e-commerce listings</li> </ul>
Skills required:	<ul style="list-style-type: none"> <li>• Excellent writing skills (use of appropriate voice, good use of grammar), Website Development, Wordpress (Divi Theme), Gmail, Google Drive Applications, PHP, E-Commerce, good time management skills, highly organized.</li> </ul>
Description last updated:	August 4, 2025

If you’re interested in applying for this post, please email [recruiting@Hal-Con.com](mailto:recruiting@Hal-Con.com) with your interest and qualifications, explaining why you feel you’d be a great person for this position.