

WEB DEVELOPMENT

The Web Developer works with Theater and Dance Department staff to keep the Theater and Dance Department website, including the Harper Joy Theatre website, and the theatre's online ticketing platform up to date.

Responsibilities

- Update the website to reflect the current productions and events happening in the department
- Create and manage all season events and packages on AudienceView, the online ticketing platform
- Communicate with patrons via AudienceView
- Communicate regularly with the Box Office Administrative Assistant and other department staff about webpage updates
- Maintain department photo archives

Participation

- Be present and on time for any scheduled shifts/meetings
- Maintain an organized self-managed work schedule
- Get all tasks completed in a timely manner or by the deadline, if given

Any release from these assigned tasks must be approved by the faculty advisor in advance.