

## ARSC Web Editor Job Description

The ARSC Web Editor is responsible for the editorial content and technical operation of the ARSC Website ([www.arsc-audio.org](http://www.arsc-audio.org)) and the ARSC Blog ([www.arsc-audio.org/blog](http://www.arsc-audio.org/blog)). The Web Editor will promote the goals and mission of ARSC through the timely management of the website and blog, while using best practices and analytics to guide content creation.

In the performance of these duties the Web Editor will coordinate regularly with:

1. The ARSC Social Media Editor, coordinating links on the website and blog to social media content as appropriate (e.g., links to YouTube videos), and providing back-up assistance in posting content to ARSC social media platforms.
2. Technical consultants that ARSC may retain from time to time to implement major changes to the site, or deal with threats such as virus attacks.
3. The Online Media Committee, which is responsible for ARSC's online presence, including website architecture, layout, and major website changes, along with social media platform content.

The Web Editor shall be a member of the Online Media Committee and will have administrative privileges to all ARSC social media platforms (to serve as Social Media Editor back-up). The Web Editor will maintain regular contact with the Social Media Editor, Outreach Committee Chair(s), Conference Planning Committee Chair, Journal Editor, Newsletter Editor, Executive Director, ARSC Board, and other officers and committee chairs, to ensure that the areas and initiatives for which they are responsible are reflected on ARSC's internet platforms.

Specific duties are as follows:

### *ARSC Website*

1. Regularly update and freshen the news & events section of the site homepage.
2. Proactively review the website on a regular basis (preferably at least weekly) to make sure all content is timely, accurate, and up to date.
3. Review and edit submissions for the website.
4. Code and upload content to the website – both original content and content submitted by members.
5. Ensure that information on the upcoming ARSC conference, including dates, locations, and application deadlines, is posted as soon as it becomes available. Ensure that the conference pages are attractive (including visuals) and help promote attendance. After a conference has concluded, the Web Editor should ensure that it is archived on the site as soon as possible with conference audio recordings and slide presentations (if provided).
6. Ensure that the site contains the latest information regarding ARSC publications, including table of contents of the current Journal, and pdf's of the latest Newsletter, Membership Directory, and Audio Preservation and Restoration Directory.

7. Ensure that the site contains the latest information regarding ARSC Awards Winners and Grant Recipients.
8. Ensure that information on committees and their initiatives is kept up-to-date by soliciting input from the respective chairs.
9. Solicit appropriate articles to be posted on the site, such as the white paper on metadata compiled by the Technical Committee.
10. Make recommendations to the Online Media Committee on issues such as site architecture and layout.
11. Report to the Online Media Committee and ARSC Board on a regular basis regarding the status of the site and initiatives to improve it.

#### *ARSC Blog*

1. Edit submissions for grammar and conformance to blog style.
2. Review reader comments for appropriateness and eliminate spam before approving to go live.