

Job description

Webmaster

Webmaster will maintain the website of TAA according to rules described below. September 1st of each year major updates need to be done to the website to include member website links (membership coordinator - will provide a new roster). New officers, board members, as well as up coming shows and meetings should be added. If required, updates may need to be made to the membership application.

1. He/She is responsible for grammar and spelling in the website.
2. Site needs to be updated twice a month, minimally: The first time before a meeting or exhibition, and the second after meetings or exhibitions with photos to the photo gallery and juror's statements. The gallery should be updated within 5 days of TAA exhibition.
3. Webmaster needs to communicate with Artline editor and photographer in order to have all necessary updates added in timely matter.
4. Any other links to the website beside members needs to be approved by the president or VP in charge of communication.
5. Post newsletter by the first of each month (if possible) after the issue of Artline is printed. Before TAA exhibition, prospectus needs to be available for members on website.
6. Call for artist for other than TAA show may be linked to the website at the webmasters discretion. This is to benefit the members, not to advertise other organizations.

Webpage

1. Home page should have TAA address and phone number.
2. Design and color cohesion and coordination with other TAA publications (Artline, Brochure...)
3. Fonts and text color and background should be same throughout entire website
4. Calendar page should have all planned events for the physical year and should be updated monthly, announcing upcoming TAA events and openings.
5. Gallery updates – new event/exhibition will replace the old one from previous year
6. Newsletter- only 2 issues will be linked to the site, the current and previous. Each new issue will replace the old one. (No later then 26th of each month.)
7. Links beside members' links need to get the approval of the president or other approved officer overlooking the site.