



الاوركسترا الكندية العربية
The **Canadian** Arabic Orchestra

Job Description - CAO Webmaster

About CAO:

The Canadian Arabic Orchestra is a professional not for profit organization dedicated to connecting audiences with classical Arabic music while celebrating the freedom and diversity of Canada's cultural landscape. The repertoire covers all parts of the Arab world and spans a period that goes back to early Andalusia – sometimes with a Western Classical and Jazz twist. We help Canadians get in touch with the cultural roots of Arabic music.

Job Summary:

Reporting to the CEO, this position is responsible for technical maintenance, content, and quality control of the CAO's website.

Responsibilities:

- 1. Proactive updating of website functions such as calendars, events, photo gallery, news, biographies, Academy page, home page and reference pages.
- 2. Posting of files as needed, including annual reports, videos, and promotional links.
- 3. Liaising with the CEO and communications team to enable timely publication of written and visual content about CAO programs, events, or other content.
- 4. The Webmaster will provide, or arrange, technical support for member contributors, and will set quality standards.
- 5. Technical maintenance of all website functionality, including links, menus, back-ups, webmail system, password system, WordPress and other software updates, website domain and server host, website architecture and page maintenance.

- 6. Other functions and tasks within the above general scope of responsibilities, as assigned by the Communications Director.

Minimum Requirements:

- Experience in a creative department
- Ability to think strategically, as well as visually
- Proficiency in WordPress
- Excellent organizational, time management, communication and problem-solving skills
- Ability to work well under pressure and respond to fast changing priorities and deadlines

Anticipated time demands: occasional tasks, and up to two hours per day prior to large events.

Duration: positions are for one-year terms, renewable annually.

Benefits: As a CAO volunteer you will make a positive impact on the orchestra's operations and the promotion of Arabic music. You will enjoy learning about the inner workings of a professional orchestra and be eligible for free concert tickets.

Apply: Please use the following link to access the application letter.

<https://goo.gl/forms/zxDb51pvM5TOCDbm2>