# CHICAGO SOUTH ASIAN ARTS COUNCIL

# **Technology and Website Lead**

## Position

Technology and Website Lead – Responsible for all software technology related strategies and implementations including website, email domain and third-party software development and maintenance.

#### Remuneration

Service is without remuneration except for administrative support, travel, and accommodation costs in relation to duties.

### Qualification

All festival contractors and directors shall meet the following qualifications:

- (a) must be at least 18 years old
- (b) bachelor's degree or above
- (c) minimum 3 years' festival/event experience
- (d) strong written and verbal communication and interpersonal skills
- (e) personal qualities of integrity, credibility, and passion for the organization's cause

#### Duties

- Responsible for creating, implementing and measuring the success of effective festival technology strategies enhance the Festival's image and position
- Provide guidance in website development
- Well versed with various online VOD and streaming platforms and help implement technical strategies
- Execute online festival over a virtual platform.
- Work with Marketing, Programing and Social media team to develop effective technical strategies
- Well versed with basic graphic design skills
- Oversee design and implementation of website, online and mobile app and virtual platforms
- Analyze various virtual platforms in the market and provide guidance
- Oversee management of email domain and email setup
- Perform upgrades on online tools and services as needed
- Integrate technology with social media
- Hands on experience in technology and collaborate with events team
- Basic Understanding of AV (Audio-visual technical) skills
- Understanding of file formats and related details