

The Webmaster position for the guild will be vacated on September 1, 2010.  
Please contact [president@gaaqg.com](mailto:president@gaaqg.com) with interest.

#### Basic Responsibilities of Webmaster position

Using the StartLogic browser-based software, maintain the GAAQG website and linked files. This includes, but is not limited to:

- Requesting/adding/editing upcoming speakers along with bios, contact information, and class offerings for each
- Maintaining historical speaker information and links
- Adding/Editing guild and community announcements
- Uploading pdf file of latest Newsletter file
- Adding/Editing GAAQG book library information
- Adding/Editing seasonal information for GAAQG events, such as Membership updates, Yearly Raffle Quilts, Quilting Unlimited, and the Quilt Show
- Generating new pages and uploading external documents as needed for various purposes
- Housecleaning of website -- removing old files to make room for new files

Using the StartLogic software, create and maintain various mailing lists and pointers to personal email accounts of GAAQG board members.

Forward general GAAQG queries (coming via [webmaster@gaaqg.com](mailto:webmaster@gaaqg.com)) to the proper people -- and respond to external marketing requests as appropriate.

Pay for and subsequently bill the guild for yearly or bi-yearly StartLogic contract updates, and for the GAAQG.com domain name. (Webmaster's personal credit card must be used to secure services.)

Maintain an archive of electronic guild documents.

#### Necessary skill-set:

Very computer-savvy on both Mac and PC platforms. Must have up-to-date software and an excellent understanding of how to create or convert various types of documents from different applications and platforms to .pdf files. Must have photo editing software as well, along with the ability and expertise to resize and resample large or poor-quality digital images for optimum web publishing as .gif files.

Fluency with website generation/maintenance via various different web-browser applications. All browser-based website generators seem somewhat flaky -- if you know how to look at and manipulate source code, all the better. Ideally, this person knows how web content is tagged and how web pages are created manually to troubleshoot problems within the browser framework.

Very organized and methodical about finding/posting/removing time-sensitive information.

Close guild relationship -- creatively thoughtful about how to market various opportunities.