



AIGA Minnesota

AIGA | the professional association for design

AIGA Minnesota Job Description **Associate Director of Web Development**

Purpose of Position

To lead back-end development and maintenance of the AIGA Minnesota Wordpress site. Meet with and advise on back-end technical matters for the website and other web initiatives. Identify improvement opportunities and advise the board and other initiatives on technical and data issues.

General Responsibilities

1. Support and work with the Director of Interactive Management to design and create new pages/areas on AIGAMinnesota.org
2. Help set up connections to external APIs as needed
3. Set up databases and manage database connections as needed
4. Provide support for back-end development for other events (e.g. the Design Show website)
5. Help refine tools that help support Chapter and event operations
6. Help provide Wordpress support for content creators on AIGAMinnesota.org
7. Attend meetings relevant to the above listed tasks

Required Areas of Expertise and Work Experience (required)

1. Solid working knowledge of Wordpress
2. Experience with PHP
3. Ability to query and modify MYSQL databases

Critical Knowledge and/or Skills (preferred)

1. JavaScript
2. jQuery
3. AngularJS
4. HTML 5
5. CSS 3

Teams & Resources

1. Chapter Directors – be available to Chapter directors, volunteers to advise on opportunities for improvement in end-user site and tool setup
2. Non-AIGA resources (as needed)

Powers, Nomination and Term

1. POWERS: Non-voting associate member of the AIGA Minnesota board of directors.
2. NOMINATION: Nominated by any AIGA Minnesota member or self-nominated; appointed to serve on the board by majority vote of the board.
3. TERM: 1 year, with option to reapply for additional terms.