



## Digital Media Specialist/Webmaster

WyomingPBS is looking for a Webmaster/Digital Media Specialist. Successful candidate will be responsible for overseeing and implementing a redesign of the station website using “Bento,” the content management system developed by PBS. Responsible for training key personnel within the station on various aspects of the Bento CMS; managing the WyomingPBS media archive hosted by PBS, which includes uploading of content and management of keywords and meta tags; creating a custom Google Analytics dashboard to include social media metrics and website analytics and generating monthly reports. Must maintain and update web resources regularly. Must be an excellent team player but also work well independently and have the ability to problem solve and multitask. Must have knowledge of graphic design techniques and be able to produce graphics for the website.

Must be proficient with video editing, photo editing, and all common associated file types; must be familiar with content delivery platforms like YouTube and web management platforms like Wordpress; must have a basic understanding of HTML, additional knowledge of CSS preferred.

This is a 12 month non-benefited part-time contract position with the majority of the work taking place in the first 6 months. While occasional visits to the home office in Riverton, Wyoming will be required, successful candidate may live anywhere within driving distance of Riverton.

Bachelor’s degree in website design, mass communications, new media or other directly related field preferred, but will consider candidates with comparable skills and experience.

Interested candidates should submit letter of interest and resume to Jennifer Amend at [jamend@cwv.edu](mailto:jamend@cwv.edu).