

West Hills Art League Webmaster

You don't need to be a computer geek or a software specialist to be the league's webmaster. With some basic tools, a little bit of time, and good organizational skills, this job is a snap.

What You Need

The WHAL website was built using Sitebuilder, a web design and publishing tool provided by Homestead, our web host. Sitebuilder may be used online or downloaded to your computer where you can maintain and test changes to our website offline. You may have other web building tools but, to easily transfer future upkeep to another member, I suggest you use the tools provided by our host. In addition to Sitebuilder, it is necessary to have graphic editing software such as Adobe Photoshop. This comes in handy for cropping and resizing images.

Most of our website visitors use Internet Explorer or Mozilla Firefox for their browsers. I suggest you test website changes in both browsers. Internet Explorer comes with Windows. Mozilla Firefox is open source which means it's free. It's easily downloaded and installed on Windows or Mac platforms. See the Mozilla Firefox website for operating system levels.

In summary, you need:

- A computer
- High speed Internet access
- Internet Explorer, Mozilla Firefox
- Photo editing software
- Access to email

What You Do

The most important job of the webmaster is to keep the WHAL website current. This requires making updates multiple times per month to inform our viewers of upcoming meetings, events and other news. These updates are easily performed using Homestead's Sitebuilder.

In addition, you will add or change members' pages upon request. These are the pages which supply artist biographies and showcase their artwork. You will also keep some miscellaneous forms up-to-date, such as the prospectus for our annual art show. All of these files are stored on a USB drive and easily edited using common software tools like Microsoft Word. When you take over the job of webmaster the USB drive will be turned over to you.

What's In It For You

The job of webmaster is rewarding for many reasons. There is satisfaction in applying your Internet skills to a worthy cause, putting your own stamp on our website, and learning new skills. It doesn't hurt to have a 'webmaster' footnote on a resume either. In addition to the gratification of working with fellow artists, you'll enjoy the camaraderie of board membership.

Explore Homestead Further

If you're still unsure of the skill level required to be our webmaster, I encourage you to visit our webhosting site, www.homestead.com, read how it works and watch the tutorials. Many people build and maintain websites with no prior training or experience.