

Texas Music Teachers Association  
Job Description  
Revised July 2011

## **TMTA Webmaster**

The TMTA Webmaster and Assistant Webmaster maintain and update the website.

The webmaster is expected to:

1. Contact chairs to obtain the most current information including winners and form revisions. Processes the documents into usable web formats.
2. Post printed materials such as handbooks, bylaws, etc. for online reference.
3. Make forms accessible to users; instruct directors, chairs and coordinators in accessing their data from the forms.
4. Troubleshoot any problems that arise with the site.
5. Check uploaded information to make sure links are not broken and information appears as intended.
6. Answer or redirect emails concerning the site, the organization, or a particular event.
7. Self-train on various software needed to do the job such as Adobe Acrobat and Dreamweaver.
8. Research products and services necessary to maintain or improve the site and find the reliable source if a product or service is needed.