

POSITION TITLE: Web Producer

BUSINESS: Corporate

WEB PRODUCER

This role is responsible for managing the daily operations for the given Rogers Media official website.

RESPONSIBILITIES

- Publish and update site content
- Introduce new interactivity and technology into the site, including Flash and multimedia components
- Add new sections and features to the site as needed
- Prepare and optimize images, audio, and video for use on the site
- Create and implement template-based forums and blogs
- Build and maintain contests and polls
- Manage small web projects
- Contribute to new tool development
- Create and deploy email newsletters
- Manage and/or administer changes to 3rd party applications, and work with 3rd parties to optimize use of new features and functionality
- Monitor site and troubleshoot technical problems to ensure prompt resolution and minimal disruption
- Work with technical team to efficiently resolve issues and address new requests
- Respond to basic customer feedback

QUALIFICATIONS

- Post-secondary degree or diploma in multi-media or graphic arts, or related experience
- 3-5 years of web production experience, preferably in a publishing or media environment
- Experience with Adobe PhotoShop, HTML, CSS, and Flash is required
- Working knowledge of ActionScript, JavaScript, XML, DHTML, and PHP is preferred
- Experience managing small projects independently
- Interest in Canadian news and current affairs
- Ability to work independently within tight deadlines
- Strong time management skills and interpersonal skills
- Excellent written and oral communication skills