# Online Production Assistant

## Job Information

<table>
<thead>
<tr>
<th><strong>Location(s)</strong></th>
<th>Wisconsin Historical Society, 816 State Street, Madison, Wisconsin</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td>Information Technology</td>
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<tr>
<td><strong>County</strong></td>
<td>Dane</td>
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<tr>
<td><strong>Job Title</strong></td>
<td>Online Production Assistant (work-study)</td>
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</table>

**Note**

Work-study funding is required for this position.

**Type of Employment**

Part-time work-study (12-20 hours per week). Work hours are flexible between 8 am – 5 pm, Monday through Friday. Limited work after business hours may be possible.

**Salary**

Starting salary is $15 to $17 per hour, depending on experience and qualifications.

**Contact**

leah.zine@wisconsinhistory.org

**Deadline to Apply**

October 6, 2014

Top candidates will be contacted for the next steps in the interview process.

## Job Duties

Under the general supervision of the IT Director in the Wisconsin Historical Society department of Information Technology, this position is responsible completing website maintenance requests. Tasks will include quality assurance checks of web pages; using a CMS or basic HTML to update content; editing images for the web; creating MS Word docs and to PDFs. Additional duties include maintenance of web files. Tracking of website analytics may be required.
This is a part time work-study position with 12-20 hours a week. Work hours are flexible during regular business hours, 8:00 am to 5:00 pm, Monday through Friday. Limited work after business hours may be possible.

Qualifications

- Basic to intermediate knowledge of Content Management Systems for updating website content.
- Intermediate knowledge of Photoshop.
- Basic knowledge of web server architecture.
- Basic to intermediate experience in editing written content (grammar, spelling, punctuation, proofreading, following a Style Guide).
- Ability to track project requests and report on progress.
- Effective written and oral communication especially in coordinating with various owners of web content, establish working relationships, communicating status of projects.

Special Notes

- A criminal background check will be conducted prior to an offer of employment.

How to Apply

Submit a cover letter and current resume identifying relevant education and to Leah Zine at leah.zine@wisconsinhistory.org or mail to:

Human Resources
Wisconsin Historical Society
816 State Street, Madison, WI 53706

No calls, please.

Application materials will be accepted until the needs of the department have been met. Top candidates will be contacted for the next steps in the interview process.

About Us

Located on Library Mall in downtown Madison, The Wisconsin Historical Society, Office of the Director, Information Technology department is recruiting for Online Production Assistants.

Learn more about the Wisconsin Historical Society.