



# Website Editor

## Position Description and Qualifications

The Website Editor will assist the APT Publications Committee with maintaining, updating, and monitoring the content of the APT Website. This is a volunteer position.

### Responsibilities

The Website Editor's responsibilities will include the following:

- Updating the APT Website with new written and graphic content provided by the APT Publications Committee;
- Performing updates and maintenance of the existing content on the website (e.g., checking for links that have gone inactive);
- Managing the editorial calendar of the website;
- Working with the Publications Committee to make the website easier to navigate and use;
- Making periodic contacts with liaisons on APT standing and technical committees to solicit additions and changes; and
- Coordinating reviews of significant additions or changes with APT Publications Committee chairs and/or Executive Committee.
- Participating in the APT Publications Committee monthly conference call (1 hour/month)
- Support APT Administration in implementing website changes.

### Qualifications

The Website Editor should be a member of APT in good standing and have the following qualifications:

- Be studying or practicing in the field of preservation as an architect, engineer, architectural conservator, landscape architect, or contractor or in a related profession;
- Have an interest in, enthusiasm for, and a professional approach to promoting APT activities and publications;
- Have the ability to use website content editing platforms (e.g., WordPress) and/or the interest to learn;
- Have a good eye for layout and knowledge of best practices in website design;
- Be motivated, organized, and able to respond in a timely fashion; and
- Have access to a computer and stable internet connection.