## Task Description – Volunteer Webmaster

**Summary**

The webmaster of the Toronto Railway Museum is responsible for the operation of the museum’s website, <https://torontorailwaymuseum.com> The museum website runs on WordPress platform Version 6.2.2). The Contact Record Management (CRM) add-in is [CiviCRM](https://docs.civicrm.org/user/en/latest/) ([5.58.1](https://download.civicrm.org/about/5.58.1))

**Responsibilities**

* Populate the website with content provided by staff and other TRHA volunteers
* Coordinate the updating, and enhancement of the website.
* Responsible for the technical aspects of the construction of the web pages and the timely completion of updates
* Maintain and update WordPress extensions; following are some of extensions is use:
  + CKEditor4
  + Contribution Button Label
  + Contribution cancel actions
  + CSV Import Helper
  + Custom search framework
  + Event Cart
  + ExtendedReport
  + Financial ACLs
  + FlexMailer: Version
  + Form Core: Version
  + iATS Payments: Version
  + Mosaico: Version
  + Mosaico Tweaks
  + reCAPTCHA
  + SearchKit
* Update PHP as necessary; currently running PHP 7.4.34
* Collect web site traffic statistics and feedback from visitors to the site
* Perform software updates and service enhancements
* Receive, respond, or re-direct, as necessary, enquiries and comments received on the web site
* This work will be performed remotely (from home office, for example)

**Requirements**

Previous experience with WordPress is required. This is not an entry-level position.

**Reporting Structure**

The Webmaster will report to the Museum's Management Team or their designate.

**Number Required**

One only. Some tasks may be delegated.

**Timing:**

This is an on-going position requiring approximately 2 hours per week during quiet periods and perhaps 10 hours per week when the Association is developing new web-based programs.

We want to recruit a volunteer who will be able to spend a least a couple of years on the assignment. Therefor we discourage students from applying for this position.

Contact:

Interested candidates should send a covering letter, a recent CV and a portfolio of other websites that showcase their experience to the Volunteer Recruiter, [recruitment@trha.ca](mailto:recruitment@trha.ca).