JOB DESCRIPTION

Job Title: Freelance Web Developer
Department: Advancement
Reporting to: Director of Business Advancement
FLSA Status: Exempt or Non-exempt
Customary Work Days: Flexible based on project
Customary Work Hours: Flexible based on project
Benefits Available: None

Position Summary:
This is a freelance, project-based position with opportunity for growth. Building an artist registry system that can be integrated into our current Squarespace website.

Main Duties and Responsibilities: The key functions/goals of this registry are:
- Seamless integration into current Squarespace website: decontemporary.org
- Ability for artists to create a public artist profile with artwork images, resume, and searchable keywords and style descriptors
- Ability for The Delaware Contemporary to download images/resumes from artist profiles
- A paywall to join registry and build profile
- A scheduling component for annual renewals
- Collect and store artist information (including those who do not renew)
- Searchable database to look up registry artists by name, genre, etc.
- Analytics to track: traffic, traffic sources, popular content, etc.
- Easy maintenance and editability for future use

Educational or Experience Requirements:
- Minimum two years in relevant experience
- Knowledge of Squarespace
- Strong proficiency and experience in HTML, CSS, JavaScript, PHP and UX Design
- Strong attention to detail, initiative, and follow through skills
- Ability to manage time efficiently and meet strict deadlines
- Knowledge and understanding of SEO best practices, trends, and techniques
- In-depth understanding of responsive design
- Understanding of the web development process (design, development, and deployment)
- Up to date on new technologies and trends

**Special Job Skills Required:**
To be determined by each project definition.

**Physical Demands Required:**
To be determined by each project definition.

**EEO Statement**
The Delaware Contemporary provides equal employment opportunities for all applicants and employees without regard to race, color, religion, sex, national origin, age, handicap, marital status, veteran status, disability, sexual orientation, or any other characteristic protected by law. This policy applies to all employment practices (including selection, job assignment, compensation, access to benefits and training, promotion, discipline and termination) and affirms our commitment to the principles of fair employment and the elimination of discriminatory practices. The Delaware Contemporary will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in undue hardship to The Delaware Contemporary.