

## **Web & Graphic Administrator**

The Wisconsin Dells Visitor & Convention Bureau (WDVCB) is the official tourism destination marketing organization for the Wisconsin Dells area. A private, non-profit corporation formed in 1949, the WDVCB is funded through a combination of room tax, membership dues and advertising co-ops.

### **WDVCB Profile**

**Board of Directors Count:** 24

**2013 Budget:** \$10.8 million

**# of employees:** 21 full-time, 5-8 seasonal/part-time

**Approximate # of members/partners:** 558

### **Summary of Position**

Team player to assist the Director of Marketing & Communications in researching, creating, implementing, managing and re-purposing all content related to the Bureau website, to support all in-house email marketing communications, and provides desktop/graphic design support.

[Click here](#) to view the Web & Graphic Administrator's complete job description.

### **Education/Experience**

Minimum of associates degree and/or 5 years relevant experience. Previous experience in designing for web, HTML/CSS, Flash, and web authoring software required. Experience with Content Management Systems (Drupal, Kintera, Joomla, etc.). Proficient in Adobe Creative Suite Software, specifically Photoshop, InDesign and Illustrator. Proficient in Microsoft Office Professional. Understanding of production, pre-press, print and web-based technologies. Ability to effectively manage multiple projects and competing priorities, as well as demonstrated excellent written and oral communications skills; strong organizational and time management skills and proficiency in MS Office Suite.

The ideal candidate will have hospitality experience and/or background, demonstrated skills to handle a variety of assignments simultaneously, superior writing and editing ability.

### **Compensation**

Pay commensurate with education and/or experience.

The WDVCB offers a comprehensive benefits package including medical/dental insurance, 401k, Paid Time Off (PTO), paid holidays and ADD/STD/LTD/Life Insurance.

### **How to Apply**

Interested applicants must submit **1) [the attached application](#)** **2) their resume** **3) minimum of two (2) graphic design samples** to [webadmin@wisdells.com](mailto:webadmin@wisdells.com) (subject line: WebGraphicAdmin Application) by 11:59 p.m. on Wednesday July 2, 2014. Incomplete applications or those received after the deadline may or may not be considered. Please honor our request of no phone calls.