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# Example of Web Production Job Description

Our company is looking for a web production. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for web production

* Work with the creative team in marketing to provide occasional production art support
* Help develop and document procedures to manage web content efficiently
* Assisting adultswim.com staff with daily, weekly and long-term production and site scheduling
* Performing community management for chat room and site comments, Editing and curating for posts, content, and clips on digital, mobile and social platforms
* Logging live shows, running errands, and helping maintain the quality of streaming content
* Verifies and corrects links within JHM web sites Hopkins-affiliated links
* Drive innovative approaches to digital marketing, embracing cutting-edge trends and ideas to ensure that our web properties are optimized for our digital marketing efforts (paid media, social)
* Ensure that QA processes are strictly followed
* Assist with updates to websites, such as placing content and troubleshooting performance issues
* Responsible for producing standardized, scheduled reporting ad hoc reporting related to measuring effectiveness of Marketing efforts and changes to the website

## Qualifications for web production

* The ideal candidate must be currently enrolled in a four-year college or university
* Familiarity with iOS, Android, social media, HTML5, Jarvis, Unicron, and Elemental Live are a plus
* Familiarity with adultswim.com content and live streaming is a major plus
* 40 hours per week is preferred
* Has some basic marketing knowledge
* Has understanding of Internet and website management technologies