Position Description – Website Front End Developer

About Arts Centre Melbourne
At Arts Centre Melbourne, we bring people together for remarkable experiences.

As Australia's largest and busiest performing arts centre, we've showcased the best of Australia and international performing arts for nearly 40 years.

Arts Centre Melbourne includes Hamer Hall, the Sidney Myer Music Bowl and the Theatres Building (State Theatre, Fairfax Studio and Playhouse) and is home to the Australian Music Vault and the Australian Performing Arts Collection. We're proudly the home of our flagship Resident Companies – The Australian Ballet, Melbourne Symphony Orchestra, Melbourne Theatre Company and Opera Australia – and a range of presenters who collectively bring our stages and spaces to life. Together with our own program, we collectively offer diverse audiences a distinctly multidimensional approach to participation, education and entertainment.

Underpinning everything we do are our four values: Leadership, Creativity, Care More and Community.

The Victorian Government's vision for Melbourne is to advance its position as an internationally recognised cultural and creative destination. The government's commitment to transforming the Melbourne Arts Precinct into a thriving, connected, created and civic space will be crucial to achieving this. As a publicly funded cultural agency sitting at both the gateway and heart of the precinct, Arts Centre Melbourne is committed to realising this vision, which will guide our focus over the coming years.

About the Business Unit

The Customer Experience team ensures that Arts Centre Melbourne places the customer first by creating and delivering experiences of unique value. The team is accountable for delivering an integrated end-to-end customer journey, maximising community engagement in Arts Centre Melbourne's enriching experiences by building brand loyalty, delivering effective campaigns and content to engage existing, new and diverse customers in our brand, artists, products, experiences and services.

About the Position	
Primary Purpose	The primary purpose of this role is to design and deploy all customer-facing digital templates, assets and graphics.
Reports to	Online Marketing Account Manager
Direct Reports	NA
Key Relationships	**Internal** Customer Engagement, Customer Experience, Philanthropy, IT **External** Web developers, creative agencies, presenters
Position Type	Full Time (Fixed term 12 months)
Salary Classification	Band 4.1
Financial Delegation	As per the current Financial Delegation policy

Key Criteria	
Qualifications	Certificate and/or significant experience held in a website design role
Experience	- Minimum 2-3 years' experience as a front end developer - Strong knowledge in XML based technologies - Experience in HTML and strong CSS skills - CMS platform experience and knowledge - Adobe creative suite experience - Experience in designing and developing eNewsletters - Experience in usability, UX and creating meaningful wireframes across multiple devices - Must have knowledge and understanding of various web browsers and cross browser rendering issues along with knowledge of common bugs in these areas - Previous experience with Sitecore CMS and Tessitura would be highly regarded
Other (ie legal or physical)	NA

Accountabilities

- Design and develop new and existing internal and external web templates and graphics
  - Functioning and accessible websites that reflect best practice
  - Useable and accessible web interfaces
  - Innovative and high quality design of internal and external sites
  - User experience guidelines and page wireframes
- Design and develop email newsletter templates
  - Functioning HTML content developed to email requirement specification
- Provide best practice advice on useability, accessibility, web standards, trends, technologies and design
  - Online team briefed on current useability and accessibility guidelines, web technologies, trends and standards
- Design digital marketing assets
  - Delivery of digital assets including tiles, banners, web skins, flash animation and other marketing material
  - Graphical elements on online channels and social media sites up to date
- Provide assistance with Special Projects as directed by management
  - Successful completion (on time & budget) of relevant digital projects
  - Stakeholder feedback confirms satisfaction with outcomes.

Decision Making

- A high level of delegation and operating autonomy is required, and the ability to make tactical decisions within the scope of the assignment.