

Position Announcement

Webmaster & Social Media Coordinator

The Alabama Bandmasters Association is now accepting applications for the position of **Webmaster & Social Media Coordinator**.

The Webmaster & Social Media Coordinator is responsible for managing and maintaining the Association's digital presence through the ABA website and official social media platforms. The individual selected will work closely with the ABA Executive Committee, Board of Directors, and event coordinators to ensure timely, accurate, and professional communication with ABA members and stakeholders.

Qualifications

Applicants must:

- Be a member in good standing of the Alabama Bandmasters Association.
- Have experience managing websites and social media platforms.
- Demonstrate strong written and verbal communication skills.
- Be proficient with website content management systems and social media management tools.
- Possess basic graphic design and digital content creation skills.
- Demonstrate excellent organizational skills, attention to detail, and the ability to manage multiple projects while meeting deadlines.

Responsibilities

Responsibilities include, but are not limited to:

- Maintaining and updating the ABA website with current information, forms, documents, and resources.
- Posting materials related to All-State Auditions, Music Performance Assessment, Board Meetings, and other ABA-sponsored events.
- Monitoring website functionality and coordinating with hosting providers when necessary.
- Managing the Association's official social media accounts.
- Creating and publishing digital content promoting ABA programs, events, advocacy efforts, and member engagement.
- Providing live or near-live social media coverage of major ABA events when appropriate.
- Responding to inquiries and directing members to the appropriate ABA personnel.

Compensation

The position includes an annual honorarium of **\$1,200**, plus the travel allowances available to other ABA officers.

Application Timeline

- **Application Deadline:** October 1
- **Interviews:** November 1-15
- **Selection Announced:** December 1

How to Apply

Interested members should submit a letter of interest outlining their qualifications and relevant experience, along with a résumé highlighting website management, social media, communications, and related experience.

Application materials should be submitted to the ABA Executive Secretary no later than **October 1**.

The Alabama Bandmasters Association encourages qualified members who are passionate about serving the profession and strengthening communication with our membership to apply for this important leadership opportunity.