

Guild Technology Team Support Roles: 2024-2025 Guild Term

The Guild Technology Chair is appointed by the Guild President to serve as a technology liaison between the Heard Museum, the Guild Board of Directors and the committee's technical and support specialists.

The Technology Chair helps recruit and directs members of the Technology Team on the various support assignments and projects initiated during the Guild Fiscal Year. Most assignments are team oriented with multiple team members involved with each project/event, both short term and long term.

The Current Technology Teams and nominal tasks are:

- **Website Support:** The webmaster reports to the Technology Chair and works directly with the Heard Museum and Guild Board chairs to collect content related to Guild functions that will be published on the Guild pages of the Heard Museum website. All updates and new content for the website pass through the website team, after approval by the appropriate Guild Coordinator or Chair. All team members must have demonstrated a strong working knowledge of website development and administration.
- **Database Application Support for Artist Databases:** This team supports Museum and Guild committees with the database functions associated with each Committee's application. Computer skills and the ability and willingness to learn database applications.
- **Volgistics/VicNet Support:** Support of the volunteer management system and application that manages Guild membership, recording of volunteer hours and scheduling of the Las Guias (Guide), Heard Gift Shop and Information Desk volunteers. Computer skills and the ability and willingness to learn web-based applications are important.
- **Volusion Shopping Cart Payment System:** Current shopping cart application used to accept membership fees, Artist fees and payments. Computer skills and the ability and willingness to learn web-based applications are important.
- **JotForm Application Development System:** Computer skills and the ability and willingness to learn web-based applications are important.
- **Video Recording of Guild and Las Guias events:** Provide assistance in video recording of artists and visiting guest presenters at Guild events held at the Heard Museum throughout the year. Familiarity with cameras is a plus and recording a video with a camera is an even larger plus. This position is a team effort at almost all Guild events.
- **Video Editing/Production of recorded events:** Editing of the raw videos and digital items provided by the artist/presenter (PowerPoint slides, etc.) to create a presentable video along with closed captioning that will be published on the Heard/Guild website. This is currently a two person project.
- **Las Guias Class Support:** Assist the Las Guias class moderators at the class (currently held one morning a week from November to April) to ensure the laptop connection to the Museum provided AV system in the classroom and operate the laptop as needed (for example, running the PowerPoint for the class presenter). Computer skills and the ability and willingness to learn presentation applications are important. Training is available for members of all the above teams.

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