



#416 – 268 Keefer Street •
Vancouver, BC Canada • V6A 1X5 •
Tel: 604-683-0497 •
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JOB CALL: WEBSITE DEVELOPER

Job Overview:

Full Circle: First Nations Performance is seeking a contract-based Website Developer who can design and build event pages for our website for collaborative projects with partnering organizations for this year's Talking Stick Festival and provide ongoing website maintenance and upgrades. This role reports directly with the Marketing Lead, and in close collaboration with the Artistic Managing Director, producers, and other members of the team.

The website developer will manage our websites and ensure it is functional and up-to-date with the latest information about the festival and company at all times. To be successful in this role must be self-motivated, collaborative, deadline driven, highly organized, very communicative and work with a sense of urgency and timeliness.

This position is a part time position averaging approximately 2 - 3 hours per week during non peak periods and as much as 5 - 6 hours during the peak (closer to the festival time). There is some flexibility on the hours worked remotely however, completion within deadlines are critical.

Hours of Work: part-time contract with higher workload from Mid April to the end of June. For reference, during a typical festival season there will be a number of co-productions, partnerships, and organization-lead events that will require marketing visibility and ongoing updates on the website. Workload will be heavier in May and lighter through June.

Responsibilities:

- Maintain and manage the website for Full Circle and all its programs
- Develop web pages to promote events and programs for the organization
- Upload videos and images to present festival programs and performances with some requirements to compress and edit video, audio clips and images
- Integrate online video content to website via Vimeo or Youtube
- Manage and optimize SEO using Rank Math to improve organic ranking
- Monitor website performance and optimize technical SEO
- Design and execute the required webpages to showcase various content including downloadable PDF's



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- Integrate various third party software for ticketing (event brite) and other marketing programs (ie. constant contact, social channels)
- Troubleshoot web issues and challenges including hosting and security

Qualifications:

- Intermediate experience with content management programs like wordpress and elementor
- Must know HTML, CSS, JavaScript, PHP, and other relevant web design coding languages
- Must have experience with Adobe illustrator, photoshop and multimedia software
- Previous experience working in the arts and entertainment community or portfolio is an asset
- Must be self motivated and an independent thinker
- Must be an excellent collaborator and communicator

Full Circle: First Nations' Performance Society is committed to recruiting a diverse workforce that represents the community we so proudly serve. We encourage applicants from diverse backgrounds, including Indigenous, Black, and People of Colour applicants (IBPoC), all genders, nationalities, and persons with disabilities.

Full Circle is committed to supporting emerging IBPOC arts professionals – and if this is you – you are encouraged to apply.

Application deadline: Applications will be accepted until the the right person is found. Candidates are encouraged to apply early, as interviews will begin immediately.

Remuneration: \$45-\$65/hr commensurate with experience

To apply, please send your resume and portfolio link or sample work to careers@fullcircle.ca with subject line: WEB DEVELOPER.