



Ketchikan Area Arts & Humanities Council

Creating and Promoting Opportunities for All Community Members to Experience the Arts

Website Content Migration Request for Proposals:

Position: Contract for Ketchikan Public Art Works Online Catalog Development

Description of Project:

The Ketchikan Area Arts and Humanities Council is seeking to contract a self-motivated, organized person who enjoys data entry work and preserving the history of Ketchikan Public Art Work by migrating the KPAW catalog from KAAHC old website to KAAHC's new website.

Time Frame: 3 months (February – April) this is a very time sensitive project with the rapid destruction of our old website, i.e. it is an art emergency!!!

Qualifications

- Proficient computer skills
- Understanding of websites
- Ability to work independently
- Excellent organizational skills, with ability to meet deadlines and multi-task

Responsibilities

- Migrate information and images accurately from old website to the new website
- Create a system for preserving Ketchikan Public Art Catalog
 - Design/Complete the Ketchikan Public Art Work catalog on the new KAAHC website
 - Back up the KPAW catalog on the KAAHC Server and External Hard Drive

Compensation: Hard Cap of \$4,000.

Deadline for Proposal: February 5th by 5:00 pm

How to apply

Submit a proposal to Ketchikan Area Arts & Humanities Council, 330 Main Street, Ketchikan, AK 99901. To learn more about the Arts Council and our website, visit ketchikanarts.org

Interested applicants may contact:
Kathleen Light, Executive Director
907-225-2211
KathleenL@ketchikanarts.org

