

Spurs Sports & Entertainment

AT&T CENTER

POSITION: Interactive Web Design Coordinator

REPORTING RELATIONSHIP:

REPORTS TO: Director of Interactive Marketing & New Media

Direct Reports: None

CAPSULE POSITION DESCRIPTION:

Develop graphic and multimedia elements across interactive channels that drive engagement and monetization employing company-wide brand strategies.

The incumbent in this position is expected to model the following practices on a daily basis: 1) Demonstrated alignment with the company's mission and core business values; 2) Collaboration with key internal/external resources and 3) Ongoing self development.

KRA's (Key Responsibility Areas):

- 1) Assist other members of the department in the design and implementation of a range of interactive content and marketing initiatives that drive engagement and monetization
- 2) Integrate video, animation, audio, photos and text into the design where appropriate
- 3) Perform maintenance and updates to existing websites
- 3) Assist in off-site event coverage and content gathering.
- 4) Work well within an extremely fast paced environment with high volume of ongoing projects and one-off requests
- 5) Perform game night responsibilities, both independently and as part of a group, during Spurs and Silver Stars home and away games.
- 6) Perform content updates on SS&E interactive properties including social media and text messaging platforms

PERFORMANCE MEASUREMENTS

The following measurement methods are intended to provide a sound basis for assessing the performance of the jobholder in this position. Although numerous methods are listed as suggested measurements the supervisor may elect to select only specific ones based on the need of the company at any point in time.

- Site Traffic on Spurs Sports and Entertainment Web Properties including but not limited to unique visitors, page views & visits
- Performance and growth of social networking properties
- Revenue driven through interactive channels including but not limited to social media, websites & e-mail communication.
- Vision, Mission and Values alignment
- Self development goals

KEY COMPETENCY AREAS (KCA'S)

The following personal attributes are considered essential requisites for effective performance of the holder of this position.

- A) **Problem-Solving Expertise:** Identifying and defining problems/goals including scope and sequence or priorities for attainment; selecting and implementing alternative solution strategies; and supervising resources, constraints, and contingencies.
- B) **Influencing Capabilities:** Actions designed to assure the achievement of identified objectives in this area of functional responsibilities; accurate analysis of situations with appropriate related follow-up and supervisory approach responses; effective management of interpersonal behavior and/or conflict; demonstrated high level of adaptability required to effectively manage diverse, changing, and even competing task expectations.
- C) **Self-Development:** Initiates self-development through seeking additional job responsibilities and assuming responsibility for getting the job done. Recognizes own strengths and weaknesses and uses them to adapt to situations and interaction with others. Professionally and personally constantly seeks ways to improve knowledge, skills, abilities, competencies, and self worth. Accepts criticism and feedback from all sources and levels of employees as a valid development tool. Demonstrates honesty and shows integrity.
- D) **Planning Orientation:** Demonstrated competency in operational planning processes; ability to understand, and commitment to integrate the contributions to be made through this function; assessing, allocating and supervising the use of resources (material, staff, capital) in a prudent and orderly manner; monitoring, measuring and taking corrective actions required to achieve targeted results.
- E) **Technical Expertise:** Professional knowledge, skills and experience in this field relative to the further effective performance of the organization.

Minimum Qualifications:

- Bachelor's degree in communications, marketing, design or equivalent experience
- Extensive knowledge of HTML/CSS, JavaScript and Photoshop
- Knowledge of cross-browser and cross-platform issues
- Knowledge of best practices for design and usability
- Ability and willingness to quickly learn new skills and systems
- Ability to work on simultaneous projects
- Excellent organizational skills and proven attention to detail
- Commitment to growth in values based leadership and development
- Must be able to work flexible hours including evenings, weekends, and holidays
- Experience in graphic design and web publishing
- Familiarity with journalistic writing/editing experience preferred
- Familiarity with Flash preferred

How to Apply:

If you feel you meet the specified qualifications, please go to www.attcenter.com, click on "Arena Info" and "Employment" to locate the appropriate link to the position that you are applying for through Teamwork Online.