

The Menil Collection Employment Opportunity

Title:	Website Consultant
Department:	Marketing and Communications
Reports to:	Associate Director of Marketing and Communications
Status:	Contract / Hourly
Work Location:	Hybrid or Remote

General Responsibilities

The Menil Collection is seeking a contract position for a Website Consultant to collaborate with the museum's internal website redesign team.

Specific Duties

- Assist in leading website redesign project with a staff working group, collaborating with multiple teams under the advisement of the Associate Director of Marketing and Communications. Organizing files and compiling notes following monthly meetings.
- Sharing benchmarks of how Menil compares to other museums.
- Support staff in exploring ideas that will enhance teaching, learning, research, and communication on the Menil's website.
- Lead and conduct audience surveys with staff, visitors, and stakeholders to provide insight to the team.
- Assist in developing RFP for Menil's new website.
- Advise on performance and recommended tools. Familiar with programs and tools like The Museum System (TMS), eMuseum, Raiser's Edge, and NetX to be able to build a more flexible and engaging website.
- Collaborate with staff and stakeholders on developing ideas for website structure and design.

Qualifications

- Bachelor's degree in related area and/or equivalent experience/training
- Prior experience working on an art museum website with a permanent collection
- Advanced knowledge of website best practices and ADA compliance, applicable software applications, and strong technical capabilities
- Knowledge of content management systems and/or relevant web applications used for web production and organization-specific computer application programs

How to Apply

For consideration, please email your resume and cover letter to shobson@menil.org.