Phlume
MEDIA

Job Title: Junior Web Editor

Frequency: Part-Time (14-20 hrs/week)

Salary Range: $12.00 - $14.00 / hr

Location: Phlume MEDIA, Lancaster NH

Summary:
Seeking an enthusiastic Junior Web Editor to join our team building and editing WordPress and traditional hand-coded web sites using HTML, CSS, and scripting languages.

Description:
Phlume MEDIA is in search of a part time Junior Web Editor for work in-house at our Lancaster NH office. If you have an interest in learning the ins and outs of professional website design and management, this is the role for you. You will report directly to the Senior Management Team and assist with all functions of WordPress and web site coding and design. Your primary focus will be in building and maintaining our brand web sites and customized client websites.

As a Junior Web Editor, you should have a good working knowledge of basic web programming languages (HTML, CSS) as well as an understanding of some advanced scripting languages (PHP, JavaScript, JQuery). You should have the ability to learn new frameworks, SDKs and codebases quickly, and the ability to work in a team environment. The Junior Editor provides valuable support to the design and production team while continually improving their coding and design skills.

Responsibilities:
• Assisting the Senior Management Team with all aspects of site design and coding.
• Attends and contributes to company development meetings when requested
• Learn in-house codebase and styles and continue to improve your web coding skills
• Maintaining multiple client websites in both WordPress and scripted format
• Responding to edit requests from the design and sales team

Required Skills:
• Strong understanding of basic coding languages including HTML and CSS
• Knowledge of Wordpress installs, upgrades, and theme installation and updates.
• Ability to connect to, edit from, and upload files via FTP interaces
• Desire to learn new software frameworks and technologies quickly

- Ability to follow instructions and work in a team environment
- Detail-oriented and organized
- Interest in live streaming technology a major plus

Nice-to-have Skills:

- AA degree (or higher) in compute science, marketing, or business
- General awareness of MySql databases and PHP programming.
- Scripting knowledge such as JavScript & JQuery
- Responsive design skills with frameworks such as Foundation, Bootstrap and Skeleton
- Design and layout skills using Photoshop, InDesign, and Illustrator
- Video editing and production skills using Premiere, After Effects and Audition

10-20 hours a week
$12-$14/hr DOE

Email careers@phlume.com with your cover letter and resume.

Phlume MEDIA is an Equal Opportunity Employer & a Recovery Friendly Workplace