



# truematter job description

## Front-End Producer

### Overview

The Front-End Producer will perform a variety of roles/functions. The right candidate will:

- Possess solid front-end Web development capabilities (this is not a job for a beginner).
- Have the ability to collect, edit and maintain content and interact with clients on a regular basis maintaining websites and helping create or enhance existing sites or apps.
- Understand site structure and information architecture enough to provide value in this area on a variety of projects.

Sound like a bit of a general position? Well yes, it is. The right fit for our quality-focused, small-business environment will need to be comfortable doing a bit of everything, from supporting our developers with front-end code to fielding client requests and spearheading interactive projects. We'll pay close attention to the candidate who demonstrates an excellent proactive attitude, take-charge personality and "can-do" demeanor.

### Required Qualities/Skills

A *Front-End Producer* must possess the following qualities:

- *Code Skills* - Thorough knowledge and experience creating excellent front-end code (HTML/CSS, JavaScript, etc.). Expertise/Proficiency in WordPress, Drupal or other CMS products is desired. Be fully conversant on browser compatibility issues and strategies, as well as Web maintenance processes.
- *Content Skills* - Ability to collect, categorize and edit Web content (our company values content highly).
- *Software Skills* - Strong proficiency/expertise in:
  - Photoshop (required)
  - InDesign (required)
  - Visual Studio (desired)
  - Axure RP(desired)
  - Illustrator (desired)

- *Communication* - An outgoing personality and ability to interact excellently with clients.
- *Passion* - Strong affinity for the Internet and the digital lifestyle.
- *Learning* - Relentless desire to learn and leverage the latest Web technologies.
- *Detail-oriented* – You must be highly organized
- *Creativity* - Possess creative problem-solving skills, an investigative mentality and a proactive nature.
- *Independence* - The ability to make things happen with limited direction.
- *Stewardship* - Be committed to delivering solutions on time and within budget.

## Other Desired Qualities/Skills

The ideal candidate will also possess the following skills/qualities:

- Visual Design Experience & Skill – Ability to extrapolate established visual design.
- Scripting – We're always interested in folks with the ability to find their way around technologies such as PHP, ASP.NET and CMS products (esp. WordPress).
- *Usability Testing* – If you have usability experience, we're listening.

## Responsibilities

### **Help create high-end, effective Websites and Web applications.**

Participate in requirements gathering sessions with development team. Help code or design Front-End solutions referencing site maps, wireframes, requirements documentation and visual design templates. Use design skills to create production graphics and/or extrapolate original visual design. Use content skills to populate sites with relevant, germane content.

### **Help Maintain High-end Websites and Web applications.**

Make sure that complex sites and/or applications are running smoothly. Process maintenance requests, especially content requests. Anticipate issues. Help plan evolution of sites and apps. Interact with clients, managing their expectations and schedule.

### **Communicate externally and internally**

Work with internal team to resolve any issues encountered during project development or maintenance. Present solutions to clients. Work closely with client in support after final project delivery.

## Education

BA or higher is expected but not required if work experience and design/code/content samples are strong.

## Experience

At least 2 years experience as a Front-End Web Developer/Designer, Web Content Specialist, Information Architect or Web Project Manager. If you lack this, you will have to WOW us with your innate understanding of the medium, outstanding skills, and ability to grasp and execute the position's requirements.

## Evaluation Criteria

Applicants will be evaluated based on experience, **online samples**, interview and references.

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