



Policy Type: Governance

Created: 02/01/2011

Policy Title: Information Technology Coordinator Duties

Revised: 04/20/2021

This Coordinator Position reports to the President.

Website

In addition to providing up-to-date information about productions, auditions, events, and objectives of Whitby Courthouse Theatre on the website:

- Ensure that the following are always current and active:
 - Domain Name
 - Web Hosting
 - SSL Certificate
 - Website Security
- Maintain up-to-date information on the website, and other online areas.
- Consistent uptime of the website and related services.
- Only allow external links to required service providers, and not to any unaffiliated organizations.
- Ensure compliance with the Accessibility for Ontarians with Disabilities Act (AODA).
- Provide support to Portal users.
- Ongoing design updates.

Social Media, Web Presence, and eBlasts

- Maintain the email list for eBlasts and ensure compliance with the Canadian Anti-Spam Legislation (CASL).
- Ensure our advertising platforms remain in good standing, and remain up-to-date in collaboration with the Marketing & Promotions Director.
- Design visual content for all social media in cohesion with website graphics.
- Create and distribute eBlasts in collaboration with the Marketing & Promotions Director.

Corporate Emails

- Maintain the corporate email system and issue and revoke access as required.
- Ensure proper use of the corporate email signature.
- Support users on issues relating to their emails.