

Web Minister

Royal Æthelmearc Guild of Brewers, Vintners, and Meadhers

Mission Statement

The mission of the Royal Æthelmearc Guild of Brewers, Vintners, and Meadhers (hereafter referred to as “the Guild”) is to promote and practice within the Kingdom of Æthelmearc, Society for Creative Anachronism, Inc., the science of historical brewing defined as the production of potable alcohol through a fermentation process using equipment, processes, and/or ingredients documented to have been in use prior to 1601 A.D.

Please visit brewers.aethelmearc.org to learn more.

Position

The Web Minister is responsible for maintaining the Guild website, social media pages, and email domain.

The Web Minister reports administratively to the Kingdom Web Minister and operationally to the Guildmaster.

Specific responsibilities include:

- Create, modify, and maintain the official Guild website (brewers.aethelmearc.org).
- Create, modify, and maintain the official Guild presence on social media platforms.
- Create and maintain any @brewers.aethelmearc.org email addresses.
- Work with the Kingdom Web Minister to ensure the proper function and compliance of the Guild website.
- Work with the Kingdom A&S Web Minister and the keeper of the kingdom calendar to ensure current and relevant information is available on the website directly or through cross-linking.
- Provide the Guildmaster and Deputy Guildmaster copies of quarterly web minister reports.
- Participate in officer meetings and special project committees as necessary.
- Train their replacement.

Qualifications

The Web Minister will have the following experience and attributes:

- Must be resident within the kingdom.
- Must be warranted through the Æthelmearc Kingdom Web Minister office.
- Be familiar with and have access to email, word processing, ftp, graphics, and web design software.
- Have communication skills to include the ability to communicate in a clear and concise manner and the ability and desire to respond to correspondence in a timely manner.

- Be comfortable using web-based resources such as kingdom and Guild websites, social media, email, and Google tools.
- Be able to communicate with, organize and work with volunteers from a diverse population towards a common goal.
- Be flexible and a self-starter; able to multitask while also being highly detail oriented.
- Display the personal qualities of integrity, credibility, and a commitment to the mission of the Guild.

The Web Minister, as an official SCA officer, must be a paid member of the Society. There is no requirement that they be an active brewer.