

## IPMS/USA Members, We Need Your Help!

As IPMS/USA transitions to a new membership and event management system (Wild Apricot) and we update our website, we need your help. Do you have a background working with web apps or web content design? Are you a writer who can help us get the IPMS story across better on our website? The following is a list of positions we envision in support of the transition to Wild Apricot and on an ongoing basis, plus a few that are open in other roles. IPMS/USA members who volunteer will receive the required supplemental training, and your membership will be complimentary during your tenure, but your biggest satisfaction will come from helping ensure the Society's growth and continuation through the work you are doing. We look forward to hearing from you!

### Open IPMS/USA Volunteer Positions

September 30, 2021

1. **Member and Event System Administrator** (2-3 needed)

We seek 2-3 individuals with experience as administrator of a configurable web app with multiple users. Understand web app concepts like security, backup, configuration and process management. Act as primary administrator for one or more sections of the Wild Apricot membership system under direction of the IPMS/USA Treasurer and Webmaster. Provide support to the IPMS/USA Office Manager, Director of Local Chapters, National Convention Registrar and other regular users. Wild Apricot experience a huge plus! Time commitment several hours a week. Higher level of support needed just prior to and during the National Convention (being onsite at the Convention will be a plus, but not required)

**Contact:** Mike Oberholtzer at [treasurer@ipmsusa.org](mailto:treasurer@ipmsusa.org)

2. **Web Content Writer/Editor** (2-3 needed)

We are seeking 2-3 members to assist in managing website section content, create new content, keeping sections current and meaningful. We would like you to suggest and implement new sections to appeal to different demographic groups and modeler types. (Examples could include paper modeling, wooden ships, Gundam/Gunpla/Meccha, and others.) Skills in web page design, use of common website editors and tools very helpful. Wild Apricot experience would be fantastic! You will work with the IPMS/USA Webmaster, Publications Director, Treasurer. Time commitment several hours a week.

**Contact:** Ro Annis at [IPMS-Q@ipmsusa.org](mailto:IPMS-Q@ipmsusa.org)

3. **Associate Webmaster – Kit & Product Reviews**

Assist in the receipt, review, editing and posting of kit and product reviews generated by the IPMS/USA Reviewers Corps. Use standard formats/templates to edit new reviews for style and web accessibility, and post new content. Monitor any reader feedback and forward appropriate feedback to Reviewers and First VP – Industry Liaison. Skills in HTML and CSS very important.

Experience in Drupal 8/9 would be very useful. Work with First Vice President, IPMS/USA Webmaster, and Reviews web team. Time commitment several hours a week.

**Contact:** Eric Aitala at [webmaster@ipmsusa.org](mailto:webmaster@ipmsusa.org)

4. **Associate Webmaster – Events/Walkarounds & Members Gallery**

Assist in receiving, formatting and posting content sent by IPMS/USA Members and Chapters. Be the point of contact for Gallery related communications and keep sections current and meaningful. Piwigo Gallery experience highly useful, but not required. Skills in web page design, use of common website editors and tools very helpful. Liaison with appropriate Board members as required. Time commitment several hours a month.

**Contact:** Eric Aitala at [webmaster@ipmsusa.org](mailto:webmaster@ipmsusa.org)

5. **Kit & Product Review Poster**

Join the team that posts kit and product reviews to the IPMS/USA website. Post reviews submitted by the Reviewer Corps on a timely basis using standard photo editing software like Photoshop or PaintShop and proofread and edit submissions. Requires basic competency in computer and email use. Post 125-200 reviews per year maximum.

**Contact:** Phil Peterson at [ipmsusa1stvp@ipmsusa.org](mailto:ipmsusa1stvp@ipmsusa.org)