Web Designer (fixed term)

from May 2019 for eight months

location flexible

Stichting Archives Portal Europe Foundation is looking for a Web Designer to support the redesign of the frontend for the Archives Portal Europe (www.archivesportaleurope.net) and to lead on the tasks of user experience and design.

About us

Archives Portal Europe is the single online gateway to a growing network of European archives providing access to our common European archival heritage to citizens, researchers, governments and businesses alike. The portal puts the spotlight on our common European roots, unifying geographically disparate archival materials, enabling comparison between diverse archival traditions and bringing together what belongs as one.

The portal was developed between 2009 and 2015 with funding by the European Commission and it has since been maintained and developed by the Archives Portal Europe Foundation (APEF). The foundation operates with a decision-making body, the Assembly of Associates (AoA), and a Governing Board (GB), charged with day-to-day management, supported by an active and enthusiastic network of partners from all over the continent.

Day-to-day work is delivered by APEF's PR Officer as well as by a small team, currently three developers, led by APEF's Technical Coordinator.

About the role

After seven years, we are looking for a fresh face for the Archives Portal Europe, picking up on user requirements from our end-users, as well as our partners and content providers, to make accessing the archival treasures described in the portal easier and more intuitive even for an inexperienced user, while simultaneously enabling academic researchers of varied backgrounds and domains to get the most value from the portal.

At the moment, our system is running on a Tomcat server and two PostgreSQL databases as well as an additional MongoDB instance. The Content Management System in place is Liferay and, next to static pages, the core of the portal is its search functionalities, which use a Solr instance and XML files as one of the main data sources.

About you

You have a strong design and/or arts background and are experienced in designing websites for an enhanced user experience. You will have worked with institutions from the cultural heritage sector (archives, libraries, museums) and/or higher education/academia (universities, research collections).

You are a team worker with good verbal communication, organisational and time management skills.

General

- Identifying user needs and liaising regularly with a variety of stakeholders
- Researching current design trends, particularly in cultural heritage and discovery sites
- Training staff and partners in the context of a handover at the end of the contract
- Liaising closely with a Web Developer to allow for ease of implementation of the design

Development

- Drawing up detailed website specifications
- Planning the site design by clarifying goals and designing functionality
- Developing clear and user-friendly site navigation, in response to stakeholder and user requirements, to facilitate discoverability
- Developing site content and graphics, designing images, icons, banners, etc. in line with our branding policy and the requirements of partners and users
- Designing sample page layouts including text size and colours taking into account relevant legal requirements such as accessibility standards
- Presenting initial design ideas to stakeholders
- Designing and establishing workflows for ongoing maintenance of the site's appearance (e.g. by developing and enforcing content and display standards) as well as workflows for identifying and evaluating improvement options in future
- Designing for both desktop and mobile devices

Additional development (depending on skills and experiences)

- Working with the different content management systems currently in place
- Preparing site by installing according software, installing programming language using authoring and formatting tools, and ensuring cross-platform compatibility
- Coding using a variety of software
- Search Engine Optimisation (SEO)
- Keeping equipment operating by following operating instructions, troubleshooting breakdowns, and performing preventive maintenance

Testing

- Testing the website to ensure it is working
- Monitoring performance and results

Required skills and experiences

- Experienced in User Experience Design

- Knowledge of and experience with design tools and software, e.g. Dreamweaver, Django, InDesign, Illustrator, Photoshop, Sketch
- Knowledge of and experience with Content Management and Web Application Systems, e.g. Liferay, Joomla, Wordpress, Drupal, Ektron/Episerver, Zope
- Knowledge of HTML/HTML5 and CSS/CSS3
- Experience with Accessibility (WCAG 2.0)

- Experience in the cultural heritage sector and/or higher education/academia
- Team worker
- Good verbal communication skills
- Good organisational and time management skills
- Accuracy and attention to detail

Desired skills and experiences

- Knowledge of cross-browser compatibility
- Knowledge of Search Engine Optimisation
- Knowledge of Test-driven development (TDD) and User Acceptance Testing (UAT)
- Knowledge of programming, e.g. using Javascript, jQuery
- Knowledge of archival (or related domain) encoding standards such as EAD, EAC-CPF, MARC21, EDM, RDF or XML/XSLT in general

Payment and contact information

A contract is offered for eight months on a full-time basis of 36 hours per working week with an annual amount of 20 holidays per rata and flexible working hours. We would consider an arrangement of a part-time contract for an accordingly prolonged period of time. The salary (based on a full-time contract) is between €2,500 and €3,000 per month depending on qualifications and experience.

For more information about this position please contact Mr Arjan Agema, president of the APEF Governing Board at: +31 6 55 26 78 53 or president@archivesportaleuropefoundation.eu.

Applicants are invited to send a CV together with a covering letter setting out their reasons for applying for this post by end of day on 14 March 2019 to president@archivesportaleuropefoundation.eu. Interviews with the successful candidates will be held via Skype in the week commencing 18 March 2019.