



April 2022

Website Production Manager

AKA Website Producer, Web Specialist, Web Coordinator

TBH Creative's Web Production Manager is responsible for managing client website production process and CMS training.

You are involved throughout the project and take over on the tail-end to see the website come together.

You see the details. You know how to build out pages for a website using the design templates, CMS back-end options, and approved content. You understand the basics of HTML and know how to "view the source" and troubleshoot basic formatting issues. And when the project is complete, you like to look at the data and help build reports.

If not building out pages for a website, you are able to assist with other marketing initiatives such as landing pages, emails campaigns, and ads. You like to help get things started and do the work to put together the details in a variety of systems. You are quick to learn new systems and "figure out" the available options.

3+ years experience required

Full-time on-site and/or remote mixture

Part-time would also be considered

Competitive salary	Paid time off	Health insurance coverage	Bonus plans	Technology stipend
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Is this you? Please read on and if you meet our requirements, send your resume and an impressive sample of your work our way.

The role and responsibilities

- Lead and execute website production (building out web pages in CMS from provided content and established templates)
- Set up landing pages and emails
- Assist in the preparation and coordination of all production related details for websites and marketing campaigns
- Select, crop, and optimize photos for web pages
- Website testing
- Prepare website performance reports
- Conduct training sessions with clients to teach them how to manage their website
- Deliver projects on time and on budget

Must-have skills and attributes

- 3+ years of web/marketing experience
- Strong attention to detail, the ability to work under tight deadlines, and self-motivation
- Experience working with website content management systems, such as WordPress or HubSpot
- Photo and illustration editing experience using the Adobe Suite
- Ability to use data to design and measure enablement

Nice-to-haves

- Hubspot familiarity and certifications
- Google Analytics, Console, and/or Data Studio
- Social media ad management and/or content creation
- Web/blog/marketing content writing skills
- Understanding of search engine optimization

About TBH Creative

TBH Creative is a purpose-driven and award-winning web design and inbound marketing agency. We have been breaking down complex web and marketing problems since 2004.

We value each TBH Creative teammate as an impact player, believe in clear communication, high standards of excellence, and delivering custom solutions that show results for our clients.

But beyond those ideals, what really drives the heart of our business is helping our clients achieve more with digital marketing and design than they ever thought possible.

HubSpot Certified Agency	WBE Certified (Women Business Enterprise)	Best B2B Service Providers Clutch research top 1000	A+ BBB Rating
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More about us...

- **We are organized and agile-minded.** We are keen on project management, ever-honing practices, processes, and tools to stay on point and efficient.
- **Our team is one of recognition and fun.** From company-wide shoutouts to our ever-accessible Slack workspace, we're constantly collaborating and celebrating together.
- **We like to give back.** Each year, we select an organization that serves our community—we dedicate our time, resources, and talent to them. We believe that making time to volunteer and give back matters.
- **Professional development is prioritized.** We learn from experts, community leaders, and each other constantly. From master classes and workshops to daily conversations, we're always learning and growing.

Our mission is to deliver strategic marketing and website services to companies seeking a long-term partner to reach their business goals.

