



**SYSTEMS/IT MANAGER
For Citywide Arts in Education Organization**

ArtsConnection is a 32 year old, not for profit, arts in education organization which provides visual and performing arts programming to 110 public schools annually throughout the five boroughs of New York City. Working in coordination with key office staff and outside consultants, the Systems/IT Manager plans for new systems needs and oversees and maintains all office systems in place at ArtsConnection's headquarters. The Systems/IT Manager is responsible for troubleshooting and maintaining 24/7 system access and reliability. The manager serves a staff of approximately 30 people.

Specific duties include:

- Managing all aspects of IT network administration and support in a cross platform environment of Apple and Windows based servers and stations.
- Maintaining phone, voicemail and postal systems
- Storage and facility maintenance including purchase and installation of furniture, cabinets and shelving.
- Oversees maintenance contracts for all equipment and is the chief researcher, purchaser and installer of systems and upgrades.
- Maintains an inventory of A/V equipment for loan to artists, program managers and schools.
- Orients all new staff, acquainting them with the office environment and fire & personal safety features, along with the rudimentary operation of all office and mobile equipment and software applications
- Responsible for overseeing all software installations, software customizations and maintenance.
- Management of databases
- Preparation of reports from the databases
- Monitoring and resolving malware and hacker breaches, firewall maintenance and VPN and all other remote access, disaster recovery, data backup & restores, data archiving & retrieval and maintaining document management systems for physical and electronic file storage.
- Coordinates with staff responsible for maintaining the organizations three websites.

Qualifications:

- BA degree required; minimum of 3 years experience in a similar position
- Excellent and current knowledge of hardware and software
- Ability to clearly communicate and train non-technical staff in the use of applications, equipment and systems
- Working knowledge of networking concepts in a multiple server environment like broad band circuits, firewalls, routers, switches, file servers, exchange servers, NAS and multiple backup devices

DEADLINE FOR APPLICATIONS: NOVEMBER 14, 2011

Salary commensurate with experience; excellent benefits

Letter and resume only to:

Executive Director
ArtsConnection
520 Eighth Avenue, Suite 321, 3rd Floor
New York, NY 10018

Email: jobquerv@artsconnection.org

Subject line: Systems/IT Manager Position