



SYSTEMS/IT MANAGER
For Citywide Arts in Education Organization

About the Organization:

For over 40 years ArtsConnection has provided innovative arts programming to millions of students in the NYC public school system, enhancing their intellectual, social and emotional growth, while developing groundbreaking educational models. Each year, ArtsConnection partners with over 120 schools across all five boroughs, reaching students in grades pre-K-12, through programs taught by a culturally diverse faculty of professional artists in media, theater, dance, visual art and music. During the out-of-school hours, ArtsConnection's programs link NYC's vast cultural resources to the developmental and educational needs of teenagers.

About the Position:

ArtsConnection is seeking a dynamic individual to manage all aspects of our organization's IT needs. The ideal candidate will have strong database, website and technology planning experience, as well as solid communication skills.

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. Including, but not limited to:
 - Active Directory/Azure Active Directory Administration
 - Microsoft 365 Administration (Exchange, Sharepoint, Teams, etc.)
 - Network (WAN, LAN, WiFi) administration and intrusion detection
 - MySQL administration (Caspio)
 - Windows and Linux server administration
 - WordPress administration
 - Domain name management
 - Budget management
- Managing and overseeing all aspects of data collection and reporting for the organization, utilizing various platforms.
- Overseeing all software installations, customizations and maintenance.
- Training and customer service support on for all platforms--in-house and with artists, as needed.
- Monitoring and resolving security breaches, firewall maintenance, VPN and remote access, disaster recovery, data backup & restores, data archiving & retrieval, and maintaining document management systems for physical and electronic file storage.
- Coordinating with staff responsible for maintaining the organization's websites – ArtsConnection and Teen Programs.

- Overseeing maintenance of contracts and upgrades, for all equipment and is the chief researcher, purchaser and installer of systems, equipment, and technology: computers, printers, mobile devices, phones, copiers, voicemail and postal systems.
- Maintaining our growing equipment inventory, including equipment loan to artists, program managers and schools. Off- site duties at times may be required.
- Storage and facility maintenance, including purchase and installation of furniture, cabinets and shelving.
- Orienting all new staff, acquainting them with the technical environment along with the rudimentary operation of all office and mobile equipment and software applications.
- **Manage ArtsConnection and Teen Programs website: ensure day-to-day maintenance and updated content for the ArtsConnection and Teen programs Websites in communication with the Development and Programs departments**
- **Communicate with and support the efforts of outside consultants in Web design for Digital DELTA and Bridges Projects**

Qualifications:

- Minimum of 3 years of experience in a role with similar responsibilities
- Experience in the administration of the following technologies:
 - mySQL - Caspio (or other spreadsheet/low-code database applications) a plus
 - WordPress
 - Windows Server 2008R2
 - Microsoft 365
 - Linux
 - Cisco Meraki
 - Mac OS X – High Sierra and higher
 - iPad OS – 11 and higher
 - Windows 7 & 10
- Experience managing a remote workforce
- Excellent planning and organizational skills
- Excellent attention to detail and ability to work under pressure
- Extensive knowledge of hardware and software
- Ability to train others
- Ability to work independently, as well as a part of multiple teams
- Strong communication and administrative skills
- BA degree useful, but not required

DEADLINE FOR APPLICATIONS: October 4, 2020

Full Time with Benefits \$55,000

Letter and resume only to:

Executive Director

ArtsConnection

520 Eighth Avenue, Suite 321, 3rd Floor

New York, NY 10018

Email: jobquery@artsconnection.org

Subject line: Systems Manager Position

