

## **JOB ANNOUNCEMENT**

Organization: National Museum of Women in the Arts  
Position: Information Systems Coordinator (part-time)  
Department: Administration

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### **POSITION SUMMARY:**

The Information Systems Coordinator supports the museum's mission by maintaining servers and workstations, monitoring network performance, ensuring network security, documenting policies and procedures, and providing general troubleshooting and technical support to museum staff.

This is a part-time (15–25 hours/week) position. Schedule is negotiable, and could include a combination of on-site support and off-site (remote work) responsibilities.

### **RESPONSIBILITIES:**

- Provide general IT support and troubleshooting to museum staff
- Maintain end-user equipment including workstations, printers, and mobile devices
- Monitor performance of network, servers, file shares, backup logs, firewall, wifi, applications and systems
- Manage user accounts and permissions, including Active Directory and Exchange Online
- Administration of cloud services, including Office 365
- Staff on-boarding: set up and configure hardware, accounts, and privileges
- Staff off-boarding: close accounts, assist with transfer/archive of digital assets
- Maintain up-to-date inventory of workstations, servers, printers, and other devices
- Complete basic hardware repairs and upgrades
- Take an active role in the development of policies and procedures to ensure reliable and secure operation of the network
- Coordinate with hardware/software vendors for technical support
- Coordinate with third-party managed service provider for escalations, projects, and onsite support
- Other duties as assigned

### **QUALIFICATIONS:**

This position requires a Bachelor's degree or equivalent combination of education and work experience. The successful candidate will demonstrate the following skills/experience:

- Previous experience supporting an enterprise network environment
- Excellent interpersonal, written, and verbal communication skills
- Creative and resourceful approach to problem solving, prioritization, and organization
- Ability to work independently and take initiative
- Service-oriented attitude with a commitment to follow-up communication
- Ability to lift and move equipment including servers, workstations, printers, and accessories

- Proficiency in the following systems, applications, and services is essential:
  - Microsoft Windows
  - Microsoft Windows Server
  - Office 365
  - Microsoft Office
  - Enterprise networking
  - Backup & replication
  - Remote work resources
  - Mobile device management, particularly iOS
  
- Experience supporting the following systems is desirable but not required:
  - VMware server virtualization
  - Microsoft SQL Server
  - Oracle Server
  - Blackbaud Raisers Edge and Financial Edge
  - Adobe Creative Suite
  - Selago Design Mimsy XG
  - AssetBank digital asset management system
  - Intuit QuickBooks Point of Sale (2013)
  - Spiceworks
  - Konica Minolta MFPs
  - Mitel PBX systems

Please submit applications by emailing cover letter and résumé to [HR@nmwa.org](mailto:HR@nmwa.org). The National Museum of Women in the Arts is an equal opportunity employer.

The National Museum of Women in the Arts (NMWA) is the only major museum in the world solely dedicated to championing women through the arts. With its collections, exhibitions, programs, and online content, the museum inspires dynamic exchanges about art and ideas; advocates for better representation of women artists; and serves as a vital center for thought leadership, community engagement, and social change.