JOB ANNOUNCEMENT

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

POSITION SUMMARY:
The Information Technology Coordinator supports the museum’s mission by providing technical support and troubleshooting to museum staff, maintaining computer hardware and servers, monitoring network performance, ensuring network security, monitoring data backup integrity, and documenting policies and procedures.

This is a part-time position (3 days per week, total of 18–22 hours/week). Schedule is negotiable.

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, automated backups, wifi, and line-of-business applications
- Manage user accounts and permissions, including Active Directory and Exchange Online
- Administration of cloud services, including Azure AD and 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
- Educate staff on best practices for information security and data integrity
- 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 and special projects
- Other duties as assigned

QUALIFICATIONS:
This position requires an Associate’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:
  o Microsoft Windows
  o Microsoft Windows Server
  o Office 365
  o Microsoft Office
  o Enterprise networking
  o Backup & replication
  o Remote work resources and administration
  o Mobile device management

Experience supporting the following systems is desirable but not required:

• Blackbaud Raisers Edge and Financial Edge
• Microsoft SQL Server
• Oracle Server
• Adobe Creative Suite
• Selago Design Mimsy XG
• Intuit QuickBooks Point of Sale
• Spiceworks
• Konica Minolta MFPs
• Mitel PBX systems

Please submit applications by emailing cover letter and résumé to 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.