

JOB TITLE:	Manger, Information Technology
DEPARTMENT:	Information Technology
REPORTING RELATIONSHIP:	Director, Information Technology
EMPLOYEES SUPERVISED:	N/A
FULL/PART TIME:	Full-time
FLSA STATUS & PAY GRADE:	Exempt B

POSITION PURPOSE:

This position is responsible for managing end-user desktops, providing user support, and maintenance of organization-wide systems and services.

ESSENTIAL FUNCTIONS:

1. Troubleshoot desktop, server, and network issues
2. Assist with the security, operating and optimal functionality of organization wide systems and projects
3. Facilitate support with external contractors and vendors
4. Manage data back-up and recovery
5. Facilitate end user training/education as needed
6. Other duties as assigned

ESSENTIAL KNOWLEDGE, SKILLS, & ABILITIES:

1. Thorough familiarity with Windows and Mac OS desktop and server operating systems.
2. Experience with general web technologies and content management systems.
3. Friendly, outgoing manner and comfort relating to end users with a range of skill levels; service-oriented position.
4. Organized, patient with a commitment to following through.
5. Ability to work sporadic evenings or weekends as programs/events dictate.

QUALIFICATIONS:

Bachelors in applicable field or 1-2 years applicable experience

PHYSICAL REQUIREMENTS:

Manual Dexterity – Ability to handle fragile items with care.

Physical Movement – Stooping, Bending, Kneeling, and Crouching In order to reach & pick up items.

Strength – Ability to lift & carry items weighing up to 35 pounds.

Wrist & Visual Stamina – Ability to type and focus on a computer screen for prolonged periods of time.

(Incumbent must be able to meet physical requirements with or without reasonable accommodations. Reasonability of requested accommodation is to be determined by IHS on a case-by-case basis, in accordance with the ADA.)

BENEFITS

IHS offers an excellent compensation package. Benefits include health, dental, life and long-term disability coverage; employer and employee funded retirement plans with American United Life – OneAmerica; employee assistance program (EAP); Pre-Paid Legal Services; flexible benefits, and generous paid time off. Free parking provided nearby, staff discounts in the Basile History Market and the Stardust Café, and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter and resume to: Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202 or at hr@indianahistory.org. Applications will be accepted until the position is filled.