IT Systems Administrator

The Museum of the City of New York celebrates and interprets the city, educating the public about its distinctive character, especially its heritage of diversity, opportunity, and perpetual transformation. Founded in 1923 as a private, nonprofit corporation, the Museum connects the past, present, and future of New York City. It serves the people of New York and visitors from around the world through exhibitions, school and public programs, publications, and collections.

The Museum of the City of New York is seeking a part-time (21 hour a week) Systems Administrator to provide technical support for the oversight of the applications and databases used by the Collections Department. The IT Manager serves as the database administrator for the Collections Management System (CMS) and the Digital Asset Management system (DAMS), and is responsible for the proper storage, back-up, and integrity of digital archives of collections objects. The IT Systems Administrator report to the Vice President, Museum Collections, and works in close collaboration with the Director of IT to provide general IT support to the Collections Department.

Roles and Responsibilities:

- Provide IT support for Collections specific technology, including, but not limited to: the collections management system (CMS), digital asset management system (DAMS), and all software and hardware used for digital image capture and storage.
- Monitor and administer storage servers - physical, virtual and cloud.
- Ensure the integrity and proper storage and back-up of digital image files in accordance with current accepted standards, including application databases.
- Execute data imports, exports, DAMS repository ingest and assist with report generation.
- Optimize, document, and oversee digitization workflows following technical standards and best practices.
- Collaborate with key Collections staff to determine digital project prioritizations.
- Create, update, and maintain documentation for Collections databases/applications, and all phases of the digital asset lifecycle management.
- Manage vendor relationships: service level agreements; software release management.
- Develop, maintain, and execute software migration plans to keep the CMS and DAMS on current/vendor-supported software releases; address dependencies, compatibility, and key business schedules when developing upgrade plans.
- Provide application training.
- Develop and run scripts and API calls as needed.
- Evaluate available, new, and emerging technologies and service offerings, addressing current and future needs of the museum; develop business cases for proposed new systems or enhancements.
- Keep abreast of evolving applicable standards; familiarity with FADGI guidelines a plus.
- Other duties as assigned.

A successful candidate will have:

- Associate to Bachelor's Degree required (Master's degree in computer science or information sciences preferred), or at least five years' experience in systems administration.
- Demonstrated expertise in digital asset management.
- Understanding of networking and how network storage works - physical and cloud.
- Understanding of APIs.
- Experience with Cortex and MuseumPlus preferred.
- Experience in both Windows and Mac environments.

- Project management skills a plus.
- Experience in a non-profit and / or arts organization preferred.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

The position is based out of the Museum's main building located at 1220 Fifth Avenue, but may also occasionally include duties and responsibilities performed at an offsite collections facility. Food and drink are not allowed in the majority of this position's workspace, though appropriate breaks are allowed. The 21-hour workweek (8-hour day with 1-hour unpaid lunch) must be scheduled Monday through Friday, during normal business hours. Some evening and weekend work may be required at times for special events.

The majority of the workday is spent in a stationary position operating a computer. Occasionally the person in this position needs to move about the Museum or facility while also positioning oneself to move and transport equipment up to 50 pounds.

BENEFITS

This is a part-time contract position, and therefore does not meet the eligibility for benefits.

HOW TO APPLY

Please email your resume and cover letter to the Museum of the City of New York Attention: Human Resources Department to jobs@mcny.org.   To be considered, please include **IT Systems Administrator** within the subject line of your email.

The Museum of the City of New York is committed to fostering a collaborative and respectful work environment with a staff as diverse as New York City and the audiences who are curious about learning more about its history and engaging in contemporary urban issues. Our staff members are dedicated to working towards a common goal: creating the most dynamic and inspiring city museum in the world.

The Museum of the City of New York is an equal opportunity employer. As such, the museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, citizenship status, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race, religion, sex, sexual orientation, socio-economic status, geographic location, philosophies, or any other classification protected by federal, state or local laws, in all employment decisions, including but not limited to recruitment, hiring, training, compensation, promotion, demotion, transfer, lay-off, and termination, and all other terms and conditions of employment. All employment-related decisions are based solely on relevant criteria including training, experience, and suitability.