



Director, Information Technology

The Museum of the City of New York fosters understanding of the distinctive nature of urban life in the world's most influential metropolis. It engages visitors by celebrating, documenting, and interpreting the city's past, present, and future.

The **Director of Information Technology (IT)** is an essential member of the IT team that will be responsible for the safety, security, and integrity of the Museum's IT systems, which are housed onsite, at our offsite storage facility, and 'in the cloud'. This role will lead the Museum through rapid technological changes and further the Museum's mission by enhancing and maintaining technology systems throughout the organization. The Director will drive multiple technology and business strategies while striving to maintain maximum ROI on technology investments. The Director will also lead a team that will collaboratively ensure that IT systems and IT staff operate effectively within the constraints of budget, time, and organizational requirements. This is a full-time, regular position that reports directly to the Chief Operating Officer.

Roles and Responsibilities:

- Oversee all technology operations, evaluate, and maintain them according to established goals.
 - Inspect the use of technological equipment and software to ensure functionality and efficiency.
 - Identify the need for upgrades, reconfigurations, or new systems, and make recommendations to upper management.
- Devise and establish IT policies and systems to support the implementation of strategies set by management.
- Analyze the business requirements of all departments to determine their tech needs.
- Provide essential direction and support re: the IT/tech components within and supplemental to exhibitions.
- Propose innovative technology solutions to enhance visitors' interactive experiences.
- Collaborate with Museum staff on funding opportunities (government, corporate, and private grants) for increased/improved tech and the implementation of those projects.
- Build and maintain relationships with vendors and negotiate cost-efficient contracts.
- Establish, maintain, and operate within the IT budgets, reporting expenses regularly to the CFO and COO.
- Recruit, hire, coordinate, train, and supervise IT and AV staff.
- Work collaboratively with the Software Admin/IT Project Manager and IT Manager on various projects, providing vital influence on the direction of said projects.
- Provide mentorship through an IT internship program for students and post-grads.
- Supervise a team of two direct reports, three indirect reports, plus a pool of ten per diem employees.
- Perform other duties as needed

A successful candidate will have:

- Minimum five to seven years of prior experience directing a comparable sized IT Department, preferably for a museum or cultural institution.
- Proven experience as an IT Director or in a similar role.
- Demonstrated experience in the analysis, implementation, and evaluation of IT systems and their specifications.
- Proven ability to prioritize against competing deadlines both individually and as part of a team.
- Experience working within and managing a budget.
- Exceptional knowledge of computer systems (hardware/software), networks, etc.
- A commitment to diversity, equity, and inclusion and a passion for advancing equity and addressing structural racism within nonprofit organizations
- The desire to work in a collaborative, supportive environment

- Strong interpersonal skills, with a courteous and professional demeanor.
- Excellent written and verbal communication skills
- Attention to detail, with strong analytical and critical thinking skills.
- Knowledge of disaster recovery systems and procedures.
- Experience with Microsoft Office 365, Cisco, Ubiquiti, SonicWall, Barracuda, AWS, and mobile device management systems a plus.

Physical Requirements & Work Environment

Must be able to remain in a stationary position 50% of the time and able to traverse through office and museum gallery environment. Requires the ability to operate standard office equipment including computers and keyboards for extended periods of time. Exerting up to 25 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading. Specific vision abilities required by the job include close vision, distance vision, color and peripheral vision, depth perception, and the ability to adjust focus. On occasion, the employee may be required to work outside events with weather conditions including heat and cold. May require travel to offsite locations throughout the five boroughs.

BENEFITS

The annual salary for this position is \$120,000. Excellent benefits package, including a defined benefit pension plan as well as a 401K savings plan. The position offers a competitive benefits package including medical, dental, vision, FSA, HSA, life insurance, 401K and pension plan, short and long-term disability, critical illness, accident insurance, legal services and pet insurance, and Employee Assistance Program. The Museum has a generous paid time off policy including 12 sick days per year, vacation and 12 holidays. Your employment relationship with the Museum qualifies you for free or discounted admission to other participating cultural institutions.

HOW TO APPLY

Please email your resume and cover letter to Jennifer Krauss, Jennifer Krauss Recruiting, jen@jenniferkrauss.com.

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 or expression, marital status, military status or veteran, national origin, political association, political/personal convictions, predisposing genetic characteristics, race (including traits historically associated with race, such as hair texture and style), religion (including attire, clothing or facial hair worn in accordance with religious requirements), sex (including pregnancy, childbirth or related medical conditions and transgender status), 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. The Museum complies with applicable state and local law governing nondiscrimination in employment which prohibits discrimination and harassment against any employees, applicants for employment or interns, as well as contractors, subcontractors, vendors, consultants, other individuals providing services in the workplace or their employees in every location in which the Museum has facilities.