

Indiana Historical Society
Job Description
January 2012



JOB TITLE: Information Technology Manager
DEPARTMENT: Information Technology
FLSA STATUS & PAY GRADE: Exempt C
REPORTING RELATIONSHIP: **Senior, Director, Information Systems**
EMPLOYEES SUPERVISED: n/a
FULL/PART TIME: Full-time

Position Purpose

Under the direction of the Senior Director of IT, the IT Manager will manage end-user desktops and user support, as well as monitor, maintain and troubleshoot key organization-wide systems and services critical to daily operations. The IT manager is also responsible for managing the public web site and provides end-user site and content management system support.

Essential Functions

1. Troubleshoot desktop, server, and network issues
2. Coordinate support with outside vendors
3. Set up new systems and upgrade existing systems
4. Research, test, and recommend new systems
5. Manage data back-up and recovery
6. Manage website and web-related end user training

Essential knowledge, skills, and abilities

1. Thorough knowledge of Microsoft Windows and Mac OS.
2. Ability to support common application suites including Office and Adobe Creative Suite
3. Ability to support specialized applications for fundraising, accounting, and retail/POS
4. Ability to work and communicate well with a diverse group of end users, and function under pressure
5. Willingness to keep up with new technologies through self-directed research
6. Ability to prioritize tasks and follow through without close supervision
7. Ability to lift and maneuver computer equipment as needed
8. Ability to focus on tasks that involved minute details for long periods of time

Qualifications

Minimum: Substantial coursework in Computer Science, Information Technology, or related field. Knowledge of HTML web technologies and applications.

Preferred: Bachelor's degree in Computer Science, Information Technology, or related field. IT certifications from Microsoft, Apple, Adobe, Cisco, ect.

Ideal: Experience with Microsoft Server, Active Directory, Terminal Services, and Exchange, as well as knowledge of common network topologies, anti-virus software, and spam and internet management appliances. Experience with audio-visual and/or exhibit technologies including touch-based interactive, video displays, and media development.

Pay and benefits

This is a fulltime nonexempt position; salary is commensurate with experience skills. IHS offers an excellent benefit package, including health, dental, vision, life and long-term disability coverage, retirement packages through One America, employee assistance program (EAP), flexible benefits, and generous personal time off. Other benefits include free parking, staff discount at the History Market and cafe, and reciprocal benefits at other cultural institutions in Indianapolis.

Applications

Please send a cover letter and resume to: April Kerber, Senior Director, Human Resources, Indiana Historical Society, 450 West Ohio Street, Indianapolis, IN 46202, hr@indianahistory.org or Fax: 317/233.0857. Applications will be accepted until the position is filled.

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www.indianahistory.org