



Job Description

Network Administrator

General Duties

- Reports to Manager of Information Services.
- Computer science degree preferred or equivalent experience.
- Experience with Microsoft and MacOS networking and operating systems.
- Extensive experience with software and hardware support.
- Basic knowledge of non-profit accounting principles helpful but not required.

Specific duties and requirements

- Responsible for support of network infrastructure including MS Windows client server technologies, Cisco switching, VOIP, Sonicwall Firewall administration.
- Setup and maintain AMFS student computer lab including coordination of student lab monitor work schedules.
- Configuration, maintenance and troubleshooting of administrative users' hardware and software systems (desktops, laptops) and peripherals, MS Office 365, Adobe Creative Suite and Blackbaud accounting and fundraising.
- Assistance with box office point of sale on-call technical support.
- Maintain and expand current cataloging and inventory of technology assets.
- Shared responsibility developing and maintaining organizational annual technology budgets.
- Coordinate efficient usage of printers, copiers and other shared office equipment.
- Configure and support AMFS and ACDS electronic door lock systems.
- Responsible for support of production of multi-media presentations.
- Work hours may include evenings and weekends during the busy summer season.

Interpersonal and physical requirements

- Must have a high level of honesty and integrity and reliability.
- Must have a positive and professional attitude.
- Must be able to lift and move up to 30 lbs. equipment.

- Must demonstrate great patience and sensitivity in developing and maintaining positive relationships with staff.

To apply

- This is a full-time, year-round position located in Aspen, Colorado.
- Position includes benefits.
- Send a resume and cover letter to networkadmin@aspenmusic.org.