



**ASPEN MUSIC
FESTIVAL
AND SCHOOL**

Job Title: Network Administrator

Responsible for ALL types of IT tech support. Computer Science degree or equivalent experience. Full-time, year-round position with benefits. Resume and cover letter to: networkadmin@aspenmusic.org.

Specific duties and requirements

- Responsible for support of network infrastructure including MS Windows client server technologies, Cisco switching, VOIP, Sonicwall Firewall administration.
- Set up and maintain AMFS student computer lab including coordination of student lab monitor work schedules.
- Configuration, maintenance, and troubleshooting of administrative users' hardware systems (desktops, laptops) and peripherals.
- 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 electronic door lock systems.

Interpersonal and physical requirements

- Must have a high level of honesty, integrity, and reliability.
- Must have a positive and professional attitude.
- Must be able to lift and move up to 25 lbs. of equipment.
- Must demonstrate great patience and sensitivity in developing and maintaining positive relationships with staff.