The Baltimore Museum of Art seeks a full-time Network Administrator to support, configure, and maintain networks and servers for the museum. The ideal candidate will ensure the reliability, security, and efficiency of our data communications network, and will have the skills and expertise to deploy, configure, maintain, and monitor all active network equipment, ensuring seamless network operations. Key responsibilities include troubleshooting and resolving network issues, implementing security measures, and proactively optimizing network performance.

The Network Administrator will play a crucial role in maintaining a robust and dependable network infrastructure for our organization. If you are passionate about network administration and are dedicated to upholding network reliability, security, and efficiency, we encourage you to apply for this opportunity.

This full-time, exempt position reports to the Director of IT.

RESPONSIBILITIES
Responsibilities include, but are not limited to:

- Fully support, configure, maintain, and upgrade networks and servers.
- Install and integrate new server hardware and applications.
- Support and administer third-party applications.
- Ensure network security and connectivity.
- Monitor network performance (availability, utilization, throughput, goodput, and latency) and test for weaknesses.
- Monitor the network systems and storage systems, responding immediately to security or usability concerns.
- Serve as the network expert for the Helpdesk team providing technical support for both hardware and software issues the BMA staff encounter.
- Administer necessary security infrastructure, including firewalls, malware protection software and best practices in processing and general architecture.
- Sustain the Disaster Recovery/Business Continuity Plan in accordance with the Museum’s policies and ensure that it is continuously tested and documented.
- Define network policies and procedures.
- Specify system requirements and design solutions.
- Research and make recommendations on server system administration.
- Support IT director in managing vendors, including contracts, licenses, and maintenance agreements.
- Provide short and long-range IT strategic planning, conducting technology needs analysis, recommending, implementing new technologies, and disaster recovery planning. Experience with cloud migration is highly preferred.
- Ensure IT security practices, policies and products are in place, including regularly applying software patches and software upgrades to all systems and backups are appropriately completed.
- On occasion, manage after-hours staffing for the IT department for special events.
QUALIFICATIONS

- Undergraduate degree in Computer Science, Information Technology, or related field or equivalent professional experience
- Excellent knowledge of best practices around management, control, and monitoring of server infrastructure.
- Hands on experience in networking, routing, and switching.
- Passion for working in a non-profit organization.
- Proven experience in a network administrator role.
- Extensive knowledge of computers systems of all platforms: Mac, Windows, Linux, Unix, etc.
- Thorough knowledge of networking, Routers, Switches, Storage systems, DNS, DHCP, Active Directory, Firewall, VPN, Wireless controllers, VMware vSphere, Azure AD, Group Policy, SQL, PowerShell, etc.
- Ability to independently research a problem using available resources.
- Ability to lift up to 25 lbs. and do the physical work related in setting up new PCs and Printers, i.e., lifting, bending, squatting, kneeling.
- Strong intellectual curiosity, motivation to advance in the profession and ability to multi-task, organize, and prioritize.
- Exceptional customer services skills

BENEFITS

The BMA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law. We are committed to building a culturally diverse staff and strongly encourage all qualified professionals to apply.

We offer a competitive salary and a generous benefits package. For this exempt position we offer medical, dental, vision, prescription, 403b retirement plan, long term disability, flexible spending account, museum and restaurant discounts, and reduced fee gym membership. We also offer accrued vacation, holidays, personal days, floating holidays, and sick days.

SALARY – $90,000 - $99,000 annually

APPLY

Research shows that women and individuals from underrepresented backgrounds often apply to jobs only if they meet 100% of the qualifications. We recognize that it is highly unlikely that an applicant meets 100% of the qualifications for a given role. Therefore, if much of this posting describes you, then you are highly encouraged to apply for this role.

Please send cover letter, resume, and salary requirements via email to HR@artbma.org with “Network Administrator” Last Name and First Name in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.