The Baltimore Museum of Art seeks a full-time System Administrator to support, configure, and maintain computer systems and servers for the museum. System Admin will be responsible for installing hardware and software and participating in research and development to continuously improve and keep up with the IT business needs of our organization. If you are passionate about system administration and are dedicated to upholding systems reliability, security, and efficiency, we encourage you to apply for this opportunity.

**RESPONSIBILITIES**
Responsibilities include, but are not limited to:

- Maintenance, configuration, and reliable operation of computer systems, network servers, and virtualization
- Install and upgrade computer components and software, manage virtual servers, and integrate automation processes
- Troubleshoot hardware and software errors by running diagnostics, documenting problems and resolutions, prioritizing problems, and assessing impact of issues
- Provide documentation and technical specifications to IT staff for planning and implementing new or upgrades of IT infrastructure
- Perform or delegate regular backup operations and implement appropriate processes for data protection, disaster recovery, and failover procedures
- Responsible for capacity, storage planning, and database performance
- Organize, monitor and maintain the server room and IDFs

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

**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.
- Passion for working in a non-profit organization.
- Proven experience in a system administrator role.
- Extensive knowledge of computers systems and servers of all platforms: Mac, Windows, Linux, Unix, database servers, email servers, print servers etc.
- Thorough knowledge of Active Directory, Domain Controllers, Storage systems, DNS, DHCP, VMware, Azure AD, Group Policy, SQL, Apache, Command line languages, server and software licensing etc.
- Ability to independently research a problem using available resources.
- Ability to lift up to 25 lbs. and do the physical work related to setting up computer systems, servers, power supplies etc. 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 “System Administrator” Last Name and First Name in the subject line.

Incomplete application materials will not be accepted.

No phone calls please.