The Baltimore Museum of Art seeks a full-time Network Administrator who maintains computer infrastructure with a focus on networking. The ideal candidate will look after server infrastructure, install, and configure Local Area Network (LAN) and Wide Area Network (WAN), maintain hub where all servers are located, take care of network devices, and install and maintain set-up network. The ideal Network Administrator will need to have a deep understanding of on-premise and cloud network services and protocols and will be able to explain those services and protocols in plain language to non-tech savvy colleagues.

RESPONSIBILITIES
Responsibilities include, but are not limited to:
- Installing and configuring servers
- Maintaining server and server-based activities
- Troubleshooting server related problems
- Working as a support to user related issues and as a problem solver for those issues
- Project management
- Installing and configuring routers and switches
- Setting up and managing virtual private networks (VPNs)
- Monitoring network performance and availability and resolving connectivity problems
- Securing the network with firewalls and other tools
- Develop, maintain, and troubleshoot the network connections of cloud computing resources. (e.g. MS 365, AWS)
- Must be able to manage various integrations into Office 365, such as Exchange, Azure AD, ADFS, and AD Connect, recommend, and manage appropriate security settings, and be adept at utilizing PowerShell. Provides input into the design and development of Office 365 solutions and add-ons.
- Administer Office 365 services, including Exchange Online, SharePoint Online, OneDrive for Business, and Teams.
- Responding to outages
- Implement and support all presentation-based technologies including projectors, A/V equipment and software
- Collaborating with system admin on network optimization

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
- In-depth knowledge of networking protocols (e.g., TCP/IP, DHCP, SMTP, VPN, etc.)
- Expertise in configuring and managing network hardware like routers, switches, access points, and firewalls
- Proficiency in network monitoring and diagnostic tools
- Advanced understanding of network security measures
• Skills in cloud computing platforms (such as AWS, Azure, Microsoft 365), networking, scripting, and security.
• Passion for working in a non-profit organization
• Ability to explain complex, technology issues and solutions to staff who may not be fluent in technology terms and to have patience with those staff
• 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, and motivation to advance in the profession and ability to multi-task.
• 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.

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 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.

Send a cover letter, resume, and salary requirements via e-mail to HR@artbma.org. Please include in the email subject line: “Network Administrator” - with your first and last name”.

Incomplete application materials will not be considered.

No phone calls please.

Position will remain open until filled or a sufficient pool of applicants is received.