



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Director of IT
<b>DEPARTMENT NAME:</b>	Information Technology
<b>LOCATION:</b>	New York, NY (Hybrid Schedule)
<b>REPORTS TO:</b>	COO & Director of Administration & HR
<b>FLSA STATUS:</b>	Full-Time, Exempt

**Position Summary:** The Director of Information Technology is responsible for administering and maintaining the office local/wide area network, servers, workstations, and telecommunications system. The Director provides employee support and is available to respond to system problems, provide remote user support and user configurations and permissions.

**Essential Duties and Responsibilities** include the following:

- Installs, maintains and supports the organization's LAN/WAN, servers, workstations and telephone system.
- Develop, manage, and track the IT department's annual budget
- Recommend, architect, implement, and maintain technology infrastructure solutions that can expand the Organizations ability to seamlessly work across multiple functions and teams
- Perform system upgrade and security updates for servers and workstations on a regular basis.
- Safeguards organizational data through security measures and regular backups.
- Determines and oversees immediate and long-range equipment requirements and coordinates with vendors as necessary, purchase of equipment, etc.
- Provides day-to-day technical assistance, support and advice to staff for hardware, software and general office equipment (projectors, copiers, conference calls, etc.).
- Manager Cyber Security Administration
- Maintain knowledge of trends and developments in IT; alert senior staff of the effects widespread software and hardware revisions, changes, and discontinuation will have on the organization's systems and operations
- Provide direction, guidance, and training to IT staff

**Desired Knowledge, Skills & Abilities:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

- Bachelor's Degree in Information Technology or Computer Science. Master's Degree a Plus
- 8+ years of relevant experience, including 2 years in a supervisory or management role.
- Working knowledge of all aspects of installation, configuration, and administration of Microsoft Windows networks, Active Directory, DHCP, DNS, security, and TCP/IP protocol.
- Strong experience with Microsoft 365 administration is required
- Google Admin Console experience

- Advanced proficiency in supporting Mac and PCs automating the build process and inventory management to the extent possible.
- Working knowledge of cybersecurity design, implementation, and user training
- Working knowledge of Cisco networks and related protocols (LAN/WAN).
- Working knowledge of SonicWALL firewalls, Dell, ADTRAN as well as TP-Link switches
- Knowledge of remote access connection using Virtual Private Networks (VPN).
- Familiar with installing and configuring corporate software, including but not limited to, MS Windows 10 or 11 Professional, Acronis and Backup exec, Linux, SaaS, Azure AD, Platform as a Service (PaaS) (e.g., MS Azure) etc.
- Experience with using Windows PowerShell for scripting to automate tasks
- Ability to effectively communicate with other staff members; possess strong verbal and writing skills to communicate effectively on paper, via e-mail, or in person.
- Participate in evening/weekend events and travel, as required.

### **VACCINATION REQUIRED**

Vaccination is required; however, the company will consider accommodations for medical and religious-based reasons.

### **Supervisory Responsibilities:**

The position will also share the responsibility of supervising an IT Support Specialist and Department Intern (seasonal).

### **Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job in a standard office environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee is frequently required to walk. The employee is occasionally required to stand; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee frequently will lift and /or move up to 10 pounds. Specific vision abilities required by this job include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. Some travel may be required in this role.

### **Benefits:**

We value our employees' time and efforts. Our commitment to your success is enhanced by competitive salary and our extensive benefits package including paid time off, medical, dental and vision benefits, and future growth opportunities within the company. Plus, we work to maintain the best possible environment for our employees, where people can learn and grow with the company. We strive to provide a collaborative, creative environment where each person feels encouraged to contribute to our processes, decisions, planning, and culture.

**To apply, send cover letters, resumes to [Human.Resources@apollotheater.org](mailto:Human.Resources@apollotheater.org).  
Please include the job title in the email subject.**

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.