



## **Digital Systems Administrator**

Part-time hourly position

**Required application materials:** cover letter, resume/CV, and three professional references

### **Job Description**

The Vermont Studio Center (VSC) Digital Systems Administrator is a part-time, hourly member of the VSC staff responsible for the planning, development, implementation, and maintenance of VSC's software and hardware technologies and tools, including all cloud- and locally-based resources that support both internal and outward-facing business processes. The Digital Systems Administrator is also responsible for providing VSC staff with the training and resources they need to use this technology effectively and proactively in compliance with the Center's overall mission.

This is a part-time, hourly position. Compensation includes free shift meals, access to Visiting Artists & Writers, paid holidays, sick days, and vacation time.

### **Major Duties:**

#### **1. Maintain an efficient portfolio of digital office system tools:**

- Track, maintain and update current software licenses including required OS updates and network security applications.
- Provide timely and appropriate user support for digital office tools
- Manage contractors and vendors responsible for providing services, products or modifications to the digital office system
- Monitor and maintain current IT budget, make recommendations for future & current purchasing, repair and/or replacement of digital office tools
- Establish and maintain a rolling 2-3 year digital office systems plan to proactively address opportunities, issues and challenges to VSC's digital office structure

#### **2. Continually evaluate and improve digital office system workflows, tools and policies:**

- Establish and uphold industry best practices and VSC-specific digital office system user policies
- Establish and carry out a regular user training schedule supporting all classes of users
- Collaborate with Marketing and Communications, Development, Finance and Admissions teams to provide meaningful and effective web-to-digital office integrations

- Collaborate with Marketing and Communications to establish and uphold VSC's digital identity across social media, outreach and outward-facing platforms
- Identify and pursue opportunities to improve the efficiency, reach and operations of VSC's digital office and overall mission
- Ensure that the digital office oriented efforts and goals of individual office teams within VSC are carried out in a coordinated, planned and effective manner while avoiding duplication or conflict between activities
- Provide guidance and risk assessment to VSC leadership related to the role of digital office technologies and workflows

**Major skills:**

- Demonstrated ability to communicate clearly and effectively with management and staff as well as contractors and vendors
- Demonstrated skills in organizing multi-step office workflows
- Demonstrated knowledge of relational database architecture as implemented on local and cloud-based platforms
- Ability to prioritize tasks across disparate projects
- Curiosity about current and emerging systems and a demonstrated ability to apply new technology to existing systems
- Ability to work both independently and within multidisciplinary teams
- Demonstrated ability to administrator Salesforce and Google apps installations. Experience with other cloud-based systems highly desirable.
- Administrator-level experience with Microsoft Windows servers and desktops, Apple Macintosh servers and desktops
- Carry out other tasks within the scope of this job description as directed by management

**Eagerness to participate in VSC's diverse community and think creatively and hospitably on behalf of VSC and the artists and writers it supports is an essential part of the position.**

Application review begins immediately; position open until filled.

**To Apply:**

Interested candidates should email a resume (including the names and contact information of 3 professional references) and cover letter to Kathy Black, Program Director, at [kblack@vermontstudiocenter.org](mailto:kblack@vermontstudiocenter.org).