

IT and Office Manager

Oversee and coordinate administrative and IT support for a 10-person non-profit organization dedicated to contemporary art. Visit www.ici-exhibitions.org for more information.

Responsibilities:

- Provide IT support and administrative direction for daily operational activities of the organization, including configuring email and other desktop applications, system backup, and ftp site.
- Identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization and implement IT policies, procedures, and practices.
- Coordinate with iCI staff to monitor and maintain database policies and procedures to ensure integrity and availability.
- Negotiate lease and purchase office equipment including computer system. Responsible for upgrades and keeping equipment in good function.
- Assist bookkeeper and handle requests for related information.
- Prepare and monitor annual budget for office operations.
- Coordinate staff benefits including health and life insurance with vendors.
- Oversee consultants, contractors working on iCI equipment including IT external services, and office cleaning crew.
- Supervise part-time office assistant.
- Supervise the ordering and inventory of office supplies.
- Supervise the maintenance of off-site document storage.
- Supervise publication sales to venues and general public.
- Track publication sales from distributor and prepare reports of iCI's publication sales. Manage publication inventory.

Requirements:

- Two years office experience with managerial responsibilities.
- Knowledge of Apple Server environment, Retrospect, Rumpus, Filemaker, Quickbooks, and Microsoft Office applications. Knowledge of HTML a plus.

- Interest in contemporary art preferred.

Reports to:

Executive Director

Supervises:

Part-time Office Assistant

Position available April 1

To Apply:

Send cover letter and resume to

Judith Richards

Executive Director

Independent Curators International

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