

Tuesday, June 12, 2018

## IT Specialist/Coordinator

Company: Broadway Dance Center

Location: New York, NY

Compensation: \$44K-\$49K salary commensurate with experience.

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Broadway Dance Center is New York's premier dance studio, operating in New York City for 30 years.

We are seeking a motivated and energetic individual to join our company as our IT Specialist/Coordinator.

### SUMMARY OF POSITION:

Provides IT support for a large, fast-paced Dance Studio. Works directly with the Associate Executive Director on various IT Projects; manages projects, makes recommendations, creates documentation, and establishes protocols. Responsibilities also include system admin support for desktop computers, Synology Servers, printers, networking hardware, WiFi. Software support including MS Office 365, FileMaker, email, web, MindBody Online. Manages IT Project upgrades/enhancements. Experience with HTML, CSS, Drupal, or other CMS, APIs, Soap a plus.

### POSITION RESPONSIBILITIES:

Systems Administration: Responsible for a variety of IT Systems including Network Administration; Server Management and Access; Data Backup (on-site and off); Computer / Fleet Management and Refresh; Database Management and Functionality; MindBody Development, Integration, and Reporting; Data-Work and Reporting; as well as Email Administration.

Train and oversee workload of the IT Intern and W-S positions.

MindBody Software: Responsible for development and oversight of the MindBody System.

IT Support: Responsible for user support of all technology at Broadway Dance Center.

Assistant to Reese Snow, Associate Executive Director: Assisting as needed in all areas of operations and development as assigned by Reese Snow.

### QUALIFICATIONS:

- Bachelor's Degree in Information Technology, Computer Science or related field required
- Industry certifications and memberships a plus
- Excellent IT, communication, leadership and management skills
- Ability to fill multiple roles simultaneously
- Proven track record of maintaining IT structural integrity
- Ability to work in a creative environment

Broadway Dance Center  
322 West 45th St. 3rd Fl. Broadway Dance Center  
New York, NY, 10036  
2125829304  
[www.BroadwayDanceCenter.com](http://www.BroadwayDanceCenter.com)

For more information:  
Vanessa Crane  
[vanessa@bwydance.com](mailto:vanessa@bwydance.com)  
2125829304 x 29

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