

Tuesday, September 1, 2020

Hiring! IT Consultant

Company: Pentacle
Location: New York, NY

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About the Organization:

Pentacle's mission is to design and provide unique and robust programs of support for performing artists at critical stages in their careers. At the same time, Pentacle enriches the cultural landscape through cross-sector partnerships in multiple communities across NYC and the U.S. Since 1976, Pentacle has been a model in the arts administration field, enabling performing artists to focus on what they do best—create art and engage with audiences.

About the Position:

Pentacle is seeking an experienced Consultant with IT Service Management experience to join our energetic team. This is part-time work, approximately 25-40 hours per month. Pentacle needs IT assistance across multiple programs, including the Roster, nextSteps, and other New Initiatives. They would work most closely with the Office Manager, the Associate Director, and program Directors.

Areas of Need include:

- Assistance in problem solving issues with remote working (Zoom, Gmail, Dropbox, Google chrome, Microsoft Office Suite, QuickBooks, etc.)
- Maintenance of website (WordPress) and introduce new plugins and/or features
- Supervision over live stream events
- Research and development for new programs
- Installing and configuring computer hardware, software, systems, networks, printers and scanners as needed
- Provide timely company-wide technical support

Requirements:

- Experience working as an IT consultant
- Ability to work a flexible schedule (remote and sometimes onsite)
- Excited to be part of R&D in the creation of new programs
- Able to train other staff members on certain technology.
- Ideally someone who shares Pentacle's mission

How to Apply:

Interested applicants should email their resume and cover letter to: clarissas@pentacle.org

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[< back](#)

[previous listing](#) • [next listing](#)