The New York Philharmonic seeks a **Systems Administrator** to be responsible for a wide range of standard industry technologies as well as applications unique to the performing arts. Responsibilities include break/fix, proactive monitoring and response to various technical needs. Success in this role requires attention to detail, clear communication, and proactive technology management.

Responsibilities include but not limited to:

- Manage systems and server infrastructure including software, hardware, virtualization, and security components.
- Manage performance and availability of network, virtual, physical, and cloud infrastructure.
- Recommend, implement, and maintain network architectures (LAN and WAN), server and virtualization strategy.
- Conduct and complete system backups, maintenance, server upgrades and patching.
- Administer Exchange cloud and/or on prem-environment.
- Deploy and manage patches throughout organization.
- Maintain organizational DNS, SSL certificates and Virtual Private Network (VPN) accounts.
- Perform daily review/analysis of security and event logs.
- Monitor offices' network and firewall bandwidth/capacity.
- Document, coordinate, and archive network activity.
- Engage with Lincoln Center Technology team for support of shared services such as corporate phones and VoIP.
- Be on call for emergency system support.
- Trouble shoot issues, elevating and collaborating as needed with other IT staff members to problem solve.
- Manage vendors, including support of desktop and multifunction printers in collaboration with Director of IT.
- Identify, review, and recommend hardware and software purchases.
- Help manage corporate software and hardware, including maintaining inventory and licensing information.
- Lead, champion, and support projects related to implementing best practices.
- Provide exceptional customer service to staff and visitors
- Miscellaneous duties as required.

**QUALIFICATIONS**

- Minimum of 3-5 years previous experience in supporting IT infrastructure and system administration, with technical proficiency in multiple areas, including: security, networking, administration, and hardware.
- Bachelor’s Degree (or equivalent experience) in Electrical Engineering, CS, IS, or related field.
- Must be highly proficient in the Windows Server and experienced with MAC OS.
• Capable of supporting SQL, IIS, AD, Exchange.
• Ability to work within high availability environments and maintain an acceptable operation uptime.
• Strong knowledge in Microsoft OS (2012-r2, 2016), 8, 10 and prepared to learn new systems as deployed.
• Highly proficient with firewall administration and configuration, intrusion detection systems, proxy servers, anti-virus operations, security configuration management, vulnerability assessments, incident response and auditing.
• Experience with SQL Server configuration and management, including clustering and log shipping.
• Experience migrating and managing computing workloads on public cloud platforms (Azure, AWS).
• Experience managing load balancers for public facing, ecommerce web applications.
• Experience with FC storage systems (EMC, Dell, Nimble, Hitachi, or comparable).
• Excellent verbal and written communication skills.
• Demonstrated self-starter with high motivation.
• Proficient with Microsoft Office.
• Experience with managing load configurations on VMWare systems, providing storage support and performing backup routines.

Please submit a resume and a cover letter along with your salary expectations to resumes@nyphil.org.