IT Manager

About Sotheby's Institute of Art
Founded in 1969 by Sotheby's auction house, the Sotheby's Institute of Art is the first and foremost graduate school for the study of art and its markets. Located in one of the most vibrant art cities of the world, Sotheby's Institute of Art New York (SIANY) is an accredited member of the National Association of Art and Design since 1989 and holds degree-granting authority from the Regents of the State of New York. With campuses in New York, London, and Los Angeles, the Institute continues to offer innovative and progressive academic and professional training to prepare students for exciting careers in the art market. Today, the Institute's more than 6,000 alumni hold leadership positions worldwide in auction houses, galleries, art fairs, museums, and art organizations.

SIANY has an immediate opening for an IT Manager. The IT Manager is responsible for effective provisioning, installation/configuration, operation, and maintenance of all systems hardware/software and related infrastructure. He/she is responsible for daily management and leadership of the IT support function and its staff, to ensure a high-quality support service for Sotheby's Institute of Art-New York (SIANY) staff, faculty and students.

The IT Manager is also responsible for Systems Administration for SIA on a global level and he/she is expected to participate in technical research and development to enable continuing innovation globally within the organization.

Responsibilities include, but are not limited to:
Systems Engineering and Provisioning

- Engineering of technology solutions for various project and operational needs.

- Install new / rebuild existing servers and configure hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards and project/operational requirements.

- Install and configure systems that support infrastructure applications or Asset Management applications.

- Research and recommend innovative, and where possible automated approaches for system administration tasks. Identify approaches that leverage our resources and provide economies of scale.

Operations and Support

- Provide Tier 1st, 2nd and 3rd line support per request from various constituencies. Investigate and troubleshoot issues.

- Leads and manages the IT support team
- Responsibility for training and development of support staff, instruction, setting the pace of work, and evaluating performance.

- Budgetary planning for the department and keeping allocated departmental spending within budget.
- Perform daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes, reviewing system and application logs, and verifying completion of scheduled jobs such as backups.

Knowledge and Abilities
- Complex problem solving skills with the ability to determine the best solution to a wide variety of issues/questions.
- Sound judgment with the ability to make decisions that the IT department and the Institute.
- Ability to interpret and/or discuss information with others, which involves terminology or concepts not familiar to many people
- Regularly provide advice and recommend actions involving rather complex issues to resolve problems within established practices
- Ability to be present in the office.
- Ability and willingness to work evenings and/or weekends, as necessary, with little notice at times.
- Ability to pass a background check.

Education, Work Experience and/or Licensure
- Bachelor (4-year) degree, with a technical major, such as engineering or computer science.
- Microsoft Systems Administration/System Engineer certification.
- Four to six years system administration experience.
- Minimum 3 years' experience managing IT staff

Language/Communication Skills
- Professional written and spoken English language skills are required
- Other language skills are not required, but are considered a plus

To Apply

- Email your r**esume** and a **cover letter** that includes your **salary request** to: opportunities@sothebysinstitute.com
- In the subject line of your email enter: "**IT Manager**"
- Only qualified candidates should apply
- Must be authorized to work in the United States
- NO RECRUITERS

Sotheby's Institute of Art is an Equal Opportunity Employer