The Menil Collection
Employment Opportunity

Title: *Director of Information Technology (IT)*

Department: Information Technology

Reports to: Chief Financial Officer

Status: Full-time; exempt from overtime

General Responsibilities

The Director of Information Technology (IT) leads the Menil Collection's continued technology modernization under the leadership of the Chief Financial Officer. The Director of IT is responsible for establishing best-practice IT governance and delivery, managing the Menil's infrastructure and cybersecurity practices, and ensuring that all aspects of individual and organizational operation technology needs are met and that the excellent delivery of technology solutions is provided.

This hands-on "working manager" position oversees one direct report, manages a variety of vendors, and works collaboratively across departments to support the Menil's technology needs.

Specific Duties

Team Development and Organizational Leadership

1. Hold high standards for the IT team while empowering them to proactively and creatively problem-solve and model versatility and collaboration for the organization.
2. Establish partnerships with organizational leaders to support the effective use of technology.
3. Translate strategy into a clear, shared vision and establish action plans for technology systems.
4. Develop long-range plans for the organization's technology systems and develop annual goals and objectives.
5. Provide the leadership and direction needed to improve administrative operations through more effective use of technology.
6. Define needs and make recommendations related to maintaining the organization's network infrastructure and technology systems.
7. Provide direction for the organization's data and cybersecurity protection and oversees technology governance, policies, and protocols.
8. Recommend and enforce technology policies, procedures, and protocols.
9. Thoughtfully consider the impact of decisions, and facilitate resolutions that protect the organization's interests.
10. Oversee all network/server/telephony infrastructure, including configuration and troubleshooting. Manage support contracts and coordinate with outside vendors as necessary.
11. Collaborate with the Menil's Facilities Department members to ensure all technology needs are met in ground-up builds and existing buildings.
12. Oversee and monitor the technology budget and procurement process.
13. Plan annual technology purchases and identify major technology projects in partnership with the Finance and Accounting Department.

14. Collaborate with senior leadership to plan departmental technology purchase needs.

Technical Skills

15. Knowledge of Azure Active Directory, Office 365, and SharePoint.
16. Experience configuring and maintaining network hardware, including switches and firewalls.
17. Experience with maintaining large storage systems, including backups and disaster planning/recovery.
18. Experience with Ethernet/Fiber cabling and installation of new network drops.
19. Experience handling network security issues such as viruses, malware, and social engineering.
20. Excellent troubleshooting skills based on established network protocols.
21. Experience testing known and open-source software for potential vulnerabilities.
22. Experience with VOIP phone systems.
23. Basic A/V and coding experience (to assist with digital-born files/assets).

Qualifications

1. Bachelor's degree in Computer Science, Information Technology, or a related field.
2. Minimum of 7 years experience in IT operations and 5 years in a leadership capacity.
3. Experience with a multi-site organization preferred.
4. Experience managing an enterprise technology system.
5. Customer service mindset, demonstrating patience for users who have a varied level of computer skills.
6. Ability to verbally convey complex communication to individuals and groups in a clear manner and to organize reports in a way that is both professional and easy to understand.
7. Successful track record of project management experience, such as hardware/software deployment, web-based upgrades, etc.
8. Technology proficiency and understanding of various types of hardware (A/V, database, Macintosh).
9. Demonstrated ability to think strategically and collaboratively.
10. Project coordination and organization skills; ability to manage multiple projects and produce timely, accurate work.
11. Strong supervisory skills and an ability to and interest in mentoring others.
12. Must have the ability to collaborate and engage collegially with individuals at all levels of the organization.

Benefits

The position comes with a comprehensive benefits package that includes paid vacation and sick time, medical and dental insurance, life insurance, AD&D, and LTD coverage. Employees may also participate in the Menil's 401(k) plan and receive an employer contribution equivalent to 5% of wages earned after one year on the job.

How to Apply

For immediate consideration, please email your resume and cover letter to hr@menil.org
You also have the option of forwarding your application materials via postal mail to:

Human Resources Department
The Menil Collection
1511 Branard Street
Houston, Texas 77006

The Menil Collection is an Equal Opportunity Employer and seeks diversity in its workforce. The Menil is committed to attracting, retaining, developing, and promoting the most qualified employees without regard to race, color, religion, sex, age, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity, or expression, or any other characteristic protected by federal, state, or local laws.