

**Title:** Assistant Arts Technologist

**Reports To:** Director of Creative Technology/IT Manager

**Annual Salary:** \$40,000

**Term:** 12-month

**Hours:** 35-40hrs per week

**Benefits:** Health insurance after 30 days and generous paid time off

The [Baltimore School for the Arts Foundation](#) is seeking a flexible, energetic, creative, organized, and collaborative person to join our growing technology team as the new *Assistant Arts Technologist*. The *Assistant Arts Technologist* functions in two capacities, they are the first level of technology support for students, faculty, and staff and also a resource for students, faculty, and staff using the [Center for Collaborative Arts and Technology](#) and [Charles C. Baum Film and Visual Storytelling](#) media labs. The right candidate for the *Assistant Arts Technologist* position has a passion for learning, education, and art, and enjoys working in a collaborative and interdisciplinary environment. As part of the technology team, you will have access to professional media labs, a large equipment cage, the Rothman Family Production Suite, and a subscription to the Adobe Creative Cloud.

Typical hours for this position are (on-site) Monday through Friday 8:00am – 4:00pm with 1/2hr for lunch, but may change depending on the needs of the institution. At times working outside these hours may be required and the schedule will be adjusted to accommodate the change.

The Baltimore School for the Arts Foundation/Baltimore School for the Arts is a focused and supportive work environment. We are committed to diversity and equity in all aspects of our work. Our intention is to recruit and support an inclusive staff who will enable BSA to continue to evolve to better serve a diverse city.

**Primary responsibilities Include but are not limited to:**

- Computer and printer troubleshooting for the school community
- Computer imaging and setup
- Update and maintain the computer inventory and equipment
- Resolve hardware and network connectivity issues, interfacing with third party IT support when necessary
- Assist in the development of technology policies and protocols
- Assisting students, faculty, and staff with user credential issues
- Train and guide students, faculty, and staff in equipment and software usage
- Provide support for students, faculty, and staff using the Center for Collaborative Arts and Technology and the Charles C. Baum Film and Visual Storytelling
- Additional responsibilities/duties may be assigned at the discretion of the Director of Creative Technology/IT Manager.

**EXPERIENCE AND QUALIFICATIONS ON THE NEXT PAGE**

**Minimum Experience**

Bachelor's degree in related field or equivalent in work experience

Minimum one (1) year working in a tech support or equivalent position

**Software Qualifications**

Microsoft Windows

Google Workspace for Education

Adobe Photoshop

Adobe Premiere Pro

macOS

**Skill Requirements**

Excellent customer service

Efficient tech troubleshooting

Effective written and verbal communication

Learn new information quickly

Balance multiple projects

**Additional Qualifications** (helpful, but not required)

Adobe Audition

Adobe After Effects

Adobe Illustrator

DaVinci Resolve

JAMF

MadMapper

Pro Tools

QLab

TouchDesigner

Building computers

Device management

Network management

User management

**Physical Requirements**

Ability to move around the school buildings, up and down stairs, and ladders. Capable of lifting heavy items.

Adequate vision, hearing and manual dexterity to interact with people in person, on the phone and in writing.

Job takes place in normal environmental conditions.

**To Apply:** Submit cover letter and resume via email with subject line "Assistant Arts Technologist Position" to Pat Galluzzo, [pgalluzzo@bsfa.org](mailto:pgalluzzo@bsfa.org).