



**Title:** System Administrator  
**Department:** Administration  
**Reports to:** Facility Manager  
**Classification:** Full-time, exempt  
**Benefits:** Commensurate with experience, plus full benefit package (paid vacation and sick days; health, dental, and flexible spending; life and disability insurance; and 403(b) retirement plan)  
**Start Date:** December 12, 2016 (flexible)

Minnesota Opera is looking for a capable and motivated System Administrator to take over all aspects of the configuration and maintenance of its computer systems. As the principal IT staff person, this position will be very influential in the use of technology within the company. Minnesota Opera is one of America's largest opera companies and is admired as an innovative creator of compelling operas, programs and new works. The Minnesota Opera center is located on the northern edge of downtown Minneapolis.

### **Responsibilities:**

- Perform daily system monitoring, verifying the integrity of hardware and server resources
- Monitor and test daily server backups
- Regularly review system logs to identify any possible intrusions or inappropriate access; keep abreast of emerging threats; maintain PCI compliance.
- Resolve software or hardware problems for employees
- Install software updates and test as necessary
- Maintain documentation of hardware and software
- Research new technology and recommend improvements

### **Essential Qualifications:**

- 2+ years of system administration in a Microsoft environment
- Experience in Server 2008 and above, AD, Hyper-V, Exchange (2010, 365), etc.
- Good understanding of networking: TCP/IP, DNS, DHCP, switches, routers, etc.

- Windows 7 and 10 desktop support experience
- Good working knowledge of Microsoft Office programs
- Ability to work independently and use good judgement in prioritizing tasks
- Availability to work occasional evenings or weekends
- Ability to lift up to 40 lbs and reach up to 5 feet

**Beneficial Qualifications:**

- MSCE, CCNP, Associate or Bachelor degree in IT a plus
- Familiarity with SAN and NAS storage in a Windows environment
- Relational database experience helpful (Microsoft SQL Server)
- Apple OS desktop support experience a plus
- Knowledge of opera is not a requirement but interest in the arts is helpful

**To Apply:**

Please send resume via email by Nov 25, 2016 to Steve Mittelholtz at [steve@mnopera.org](mailto:steve@mnopera.org)

**Minnesota Opera is an AA/EOE Employer**