



## **KID Museum IT Support**

### **About KID Museum**

KID Museum aspires to create a world-class, “next generation” museum – a dynamic hub for informal learning that empowers youth to become creative, curious, compassionate, courageous innovators of the future.

We define our work around three core activities:

- (1) Deliver high-quality youth programs designed to build skills and interest in science, technology, engineering, art & math through maker-based learning
- (2) Serve as a catalyst for change in the education system
- (3) Provide a unique community gathering place and platform to promote inter-generational learning and interactions across diverse walks-of life

In October 2014, KID Museum opened its doors at the 7,500 square foot space, establishing a living prototype for the museum. KID Museum transformed the space into a “makerspace” and creative workshop for kids and families, with a range of tools including 3D printers, a wood shop, electronics lab, textile studio and digital media lab. Today, the museum serves more than 55,000 people annually and is open seven days a week, offering school field trips, drop-in programs, deep dive workshops, after-school programs, camps, and off-site programs. Plans are underway to locate a permanent home and launch a capital campaign in the next few years. For more information, please visit [www.kid-museum.org](http://www.kid-museum.org)

### **IT Support Responsibilities**

- Repair and maintenance of office and programmatic desktops, laptops, tablet computers, and AV system.
- Refresh/update laptops and maintain standard image. Includes installing and updating software as needed.
- Support of wired and wireless LAN and Internet connectivity.
- Develops and implements best practices and procedures of information sharing.
- Administer and oversee maintenance of Google Suite for Nonprofits, including user groups and permissions.

- Configure accounts and equipment for all new employees.
- Purchase, oversee, and track software licenses.
- Provide on-site support and track support requests.
- Provide copier and printer support
- Asset management
- Consult with Director of Administration on procurement and new technology needs.
- Set up network security policies and procedures to achieve and maintain PCI compliance
- Configure network router and switch hardware to secure and isolate subnetworks
- Perform regular backups of shared cloud account files
- Configure and maintain network-connected fabrication equipment such as CNC routers, laser cutters, and 3D printers
- Configure and maintain museum security system

A successful candidate must be able to perform the above tasks independently, accurately, reliability, and in a timely manner. KID Museum is a fast paced, growing, and technologically sophisticated nonprofit.

### **Details**

A successful candidate must be able to perform the above tasks independently, accurately, reliability, and in a timely manner. KID Museum is a fast paced, growing, and technologically sophisticated nonprofit. Please send a cover letter and resume to Holly Christensen ([holly@kid-museum.org](mailto:holly@kid-museum.org)).