



## IT TECHNICIAN, MANITOBA CRAFTS MUSEUM & LIBRARY

Manitoba Crafts Museum & Library (MCML) is looking for a 'crafty' IT Technician to give back to their community.

MCML understands that IT and system administration is not just a job, but a craft and like any other craft takes years to master. Have you put in hours and dedication and now want to apply them to a rewarding cause? We are looking for a volunteer to help build, maintain and update MCML computer systems and networks, and help train our staff to make appropriate and safe usage of all the Museum and Library IT infrastructures.

### Responsibilities

- Review the equipment monthly to ensure no problems are occurring, schedule upgrades and provide maintenance
- Perform troubleshooting to diagnose and resolve problems (aid in repairs, debugging etc.) that arise between the monthly reviews.
- Check computer hardware (HDD, mouses, keyboards etc.) to ensure functionality.
- Manage and help develop MCML computers and local networks in ways that optimize performance.
- Ensure security and privacy of networks and computer systems.
- Provide orientation and guidance to users on how to operate new software and computer equipment.
- Set up workstations with computers and necessary peripheral devices (routers, printers etc.).

### Requirements

- Proven experience in IT or relevant position.
- Excellent diagnostic and problem-solving skills
- Excellent communication ability
- Outstanding organizational and time-management skills.
- In depth understanding of diverse computer systems and networks.

### Time Commitment

- Commit to a regular bi-weekly or monthly shift of 2 hours or more as required
- 6 month commitment is preferred