



Job Description

JOB TITLE: Information Technology Temp (Part-time)
REPORTS TO: Director of Information Technology
DIRECT REPORTS: None
DEPARTMENT: Information Technology
FLSA CLASSIFICATION: Non-Exempt
REVISED: November 2018

POSITION SUMMARY: The Information Technology Temp will be responsible for assisting the IT Department with a wide range of projects related to day-to-day IT operations, system maintenance and upgrades and some participation in special projects. This person will also be very involved in the IT preparation, load-in, support and load-out of all IT equipment and services associated with CMA's Events.

JOB DUTIES

- Assist IT Department in day-to-day support and operations
- Maintain system updates for all workstations
- Assist with special projects
- Perform system configurations of new staff equipment
- Perform system configurations of Event loaner equipment
- Events – assist with cabling, load-in, setup, on-site support, load-out

KNOWLEDGE, EDUCATION AND EXPERIENCE REQUIRED:

- Major should be in Information Technology/Networking
- Familiarity with PC hardware, networking, communications
- Working knowledge of Windows 7/10, MS Office 2013, Office365
- Ability to juggle multiple high priority projects simultaneously
- Strong attention to detail.

SKILLS AND ABILITIES REQUIRED:

- Experience in setting up hardwire and wifi networks
- Understanding of basic IP Addressing
- Help Desk/End-user support experience in Windows and MS Office
- Experience in network cabling is a plus
- Ability to handle confidential information as it relates to CMA
- Know experience limitations and when to ask for assistance
- Effective oral and written communication skills
- Excellent Interpersonal skills
- Able to multi-task and work under pressure
- Display professional and positive demeanor
- Good judgement and decision making skills

PHYSICAL DEMANDS/REQUIREMENTS:

- Typically sitting at a desk or table
- Occasional lifting of heavy objects (up to 50 pounds)
- Intermittently sitting, standing or stooping
- Event work requires both working indoors and outdoors in the elements
- Event work may require long work hours

To apply, please submit your resume to mhewett@cmaworld.com

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