

## **JOB DESCRIPTION MEDIA & TECHNOLOGY MANAGER**

### **ABOUT THE KITCHEN**

Founded in 1971 as an artist-driven collective, The Kitchen today reaffirms and expands upon its originating vision as a dynamic cultural institution that centers artists, prioritizes people, and puts process first. Programming in a *kunsthalle* model that brings together live performances, exhibition-making, and public programming under one roof, The Kitchen empowers its audiences and communities to think creatively and radically about what it means to shape a multivalent and sustainable future in art. The Kitchen seeks to cultivate and hold space for wild thought, risky play, and innovative and experimental making, encouraging artists and cultural workers alike to defy boundaries and sending them into the world to remake art history and catalyze creative change.

Among artists who have presented significant work at The Kitchen are Muhal Richard Abrams, Laurie Anderson, ANOHNI, Robert Ashley, Charles Atlas, Kevin Beasley, Beastie Boys, Gretchen Bender, Dara Birnbaum, Anthony Braxton, John Cage, Lucinda Childs, Julius Eastman, Philip Glass, Leslie Hewitt, Darius James, Joan Jonas, Bill T. Jones, Devin Kenny, Simone Leigh, Ralph Lemon, George Lewis, Robert Longo, Robert Mapplethorpe, Sarah Michelson, Tere O'Connor, Okwui Okpokwasili, Nam June Paik, Charlemagne Palestine, Sondra Perry, Vernon Reid, Arthur Russell, Cindy Sherman, Laurie Spiegel, Talking Heads, Greg Tate, Cecil Taylor, Urban Bush Women, Danh Vō, Lawrence Weiner, Anicka Yi, and many more.

### **ABOUT THE POSITION**

The Kitchen seeks a Media & Technology Manager to manage The Kitchen's web and IT infrastructure (network, phone system, servers, audio/visual equipment), while also providing technical support to staff and artists, and addressing the various multimedia needs for The Kitchen's administrative and promotional efforts.

The Media & Technology Manager will lead all tasks related to technological support, troubleshooting, and advancement at The Kitchen, and ensure the team has the software and technology they need to support the organization's creative efforts. Through and beyond The Kitchen's current renovation period, the Media & Technology Manager must be equipped to think broadly and innovatively about The Kitchen's artist-centered mission. The successful candidate for this position would work with production, curatorial and archive staff, building and refining systems and workflows for the day-to-day needs of our digital systems, servers, and preservation software. A deep knowledge of server-side programming (SQL, PHP, and Python) and an ability to work with Linux systems as well as Mac OS is essential. The candidate must be comfortable working in a collaborative, experimental, and culturally diverse setting and possess the openness, flexibility, and diplomacy required for meaningful collaboration with contemporary artists. Innovative and outstanding communication, writing, and research abilities are celebrated.

**RESPONSIBILITIES:**

- Managing and maintaining servers and NAS devices, workstations (PC and Mac), copiers, printers and other peripheral networking equipment
- Identify and resolve wifi, network, and computer issues
- Maintains IT infrastructural integrity, enforce security policies, ensure accurate nightly backups
- Manage the organization's Zoom, (video/phone) Egnyte database, LastPass, and Gmail accounts. Work with our archivist on transitioning to new DAM and digital preservation systems being implemented over the next fiscal year.
- Provide input on operational processes and procedures
- Research and supervise the purchase of new technology acquisitions
- Maintain an inventory of computer hardware, software, and A/V equipment.
- Update and maintain The Kitchen's website, working directly with the marketing and development team to create marketing materials
- Provides support to staff, interns and artists with day-to-day computer problems; assists the curatorial and development team with preparing video materials for exhibitions, performances, and grant applications.
- Work closely with all staff (especially the curators) on artistic projects
- Process and edit all documentation (photo, video) for archival purposes
- Responsible for data transfer from independent contractors (photo/video/sound) onto our servers
- Working with our archivist and service providers to ensure successful integration of ArchivesSpace, Preservica, The Kitchen's servers and/or cloud storage, and its website
- Responsible for file naming, checksums, and security of files done at ingest, and those protocols will be set by the archivist to implement our digital preservation software

- Work on video and audio installations for exhibitions and strategizing more efficient workflows for data transfer, streaming of live media, and integration of social media with our web and archival software

## **EDUCATION, EXPERIENCE AND SKILLSET**

- Three years of experience working in a related field
- Ability to manage systems and have strong web and programming skills
- Experience with video and audio production editing video and audio, basic titles and design. Knowledge of current metadata standards, (DACS, DublinCore, PBCore, EAD are preferred, not required)
- Experience with both Windows, Mac OS operating systems, basic small office networking (switches, routers, VPNS, etc) and standard application layer protocols (SSH, SFTP, FTP, SMB, DHCP, etc)
- Experience in hardware/software troubleshooting and providing hands-on training/desktop support, and comfort with the set-up of standard A/V equipment
  - Working knowledge of HTML, JavaScript, CSS, LAMP Server Administration, Adobe Photoshop, Final Cut Pro, and Google Suite applications are essential
  - Skilled with Linux, Netlify, Contentful CMS, Ruby on Rails, PHP, and SQL, are preferred, not required

The Kitchen's avant-garde history engages an experimental institutional model that forms our ways of collaborating with artists via an ambitious and dynamic creative program. As part of our current commitment to DEAI, we recognize that an experimental artistic program requires an experimental and innovative team of contributors. Our staff is critical to the imagination of our mission. With this in mind, we appreciate that experiences across candidates may necessarily be diverse; we encourage you to apply based on your interest first and share with us in your cover letter what brings your passions to this position. We are glad to be made aware of your candidacy as we continue to grow our community.

Starting salary will be commensurate with experience, skills and knowledge, within a range of \$60,000-\$70,000. This is a full-time position at 40 hours/week and includes medical, vision, and dental insurance and paid time off. The position is exempt according to the Fair Labor Standards Act.

The Kitchen is an Equal Opportunity Employer. We do not discriminate because of age, sex, religion, race, color, creed, national origin, alienage or citizenship, disability, marital status, partnership status, veteran status, gender (including gender identity), sexual orientation, or any other factor prohibited by law.

We will confirm receipt of all applications, but please note that only those candidates selected for interviews will be personally contacted. No phone calls, please. Please email your resume and cover

# THE KITCHEN

NEW YORK CITY'S *CENTER*  
FOR EXPERIMENTAL ART  
AND THE **AVANT-GARDE**  
SINCE 1971

letter as a single PDF to: [jobs@thekitchen.org](mailto:jobs@thekitchen.org) with "Media & Technology Manager" in the subject line.  
Applications close at 6pm on **May 4, 2024**.