



**Keshet Dance Company and Center for the Arts  
Information Technology Position: IT Coordinator  
Part-Time, Non-Exempt, \$19-\$23/hour DOE  
Position is in-person, located in Albuquerque, New Mexico, with flexible/hybrid work  
environment**

Keshet is seeking qualified candidates to support and coordinate the management of Keshet's IT, systems, and hardware.

Qualified candidates will have information technology experience in the areas of equipment management, technology systems research and support, and IT systems maintenance and general oversight.

This position includes IT and Equipment Management, researching systems and technology for use by the organization including troubleshooting and resolving issues accordingly, and working collaboratively with Keshet's Leadership Team to develop IT policies and procedures.

Candidates will be individuals with proficiency in Word, Excel, G Suite, and IT systems as well as the ability to develop skills in new software systems. Candidates will also possess excellent analytical, organizational, and problem solving skills.

Interested applicants should send a resume and cover letter addressing areas of expertise and areas of growth interest to Human Resources Manager, Marissa Reynolds at [marissa@KeshetArts.org](mailto:marissa@KeshetArts.org).

This position will remain open until filled.

---

Keshet Dance Company and Center for the Arts  
4121 Cutler Ave NE  
Albuquerque, NM 87110  
505.224.9808  
KeshetArts.org