



## Kinesys Job Description

### IT Manager

#### The Company

We are an exciting and dynamic company that works at the cutting edge of automation technology. Focussed on the fast moving entertainment industry, we design and sell premium products that allow designers and artists to express their creativity and push boundaries through the use of eye-catching scenic motion.

As specialists in the live entertainment arena Kinesys products can be found in use in venues and on pop concerts, TV shows, films and corporate events across six continents.

Kinesys has a simple goal: to provide exceptional automation equipment that allows venues to be outstanding and audiences to be amazed.

#### Job Role Background and Summary

This exciting and influential role represents a fantastic opportunity for the right individual. It is a chance to join a dynamic company with technology at its heart.

Kinesys' requirement is for an IT Manager to manage all aspects of the company's IT systems, including servers, network infrastructure, desktop and mobile devices. You will ensure that staff have the hardware and software needed to carry out their jobs efficiently and effectively, and implement procedures to protect and secure the company's data.

#### Job Role Responsibilities

- Carry out monitoring and regular preventative maintenance on servers, network infrastructure and workstations
- Manage IT risks and minimise business impact of IT failure, including data and network security, data backup, disaster recovery and business continuity planning
- Assist users with hardware and software problems as required, liaise with third party support providers where necessary
- Develop equipment specifications and budgets for updates to IT infrastructure and systems as necessary to support the company's expansion, new technologies and increasing data security requirements
- Maintain an IT inventory database and ensure software license compliance
- Research improved solutions to managing the company's data and IT-related processes, implement chosen solutions (using third-party vendor support as required)
- Maintain systems, processes and documentation to ensure on-going compliance with data protection and GDPR legislation



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### **Desired Skill Set**

- Windows 7 / 10 desktop operating systems
- Windows Server 2008, 2012, 2016 server operating systems
- Server virtualisation (Hyper-V)
- Exchange Server (2010 onwards)
- Network and data security, intrusion and leakage prevention, anti-virus, firewalls
- Server, workstation and mobile hardware
- Network infrastructure and Wi-Fi
- Disaster recovery and data backup
- Knowledge of desktop applications including Office 2010, Office 365, Autodesk CAD applications, Adobe graphics applications, Sage Accounting and ERP
- Mobile device management
- VOIP telephony

### **Job Reports To**

Technical Director

### **Working Hours/Days**

8 hours per day plus lunch break, Monday to Friday

### **Location**

Primarily based at our offices in Hampton, Middlesex, UK.

Occasional travel may be required to support our US office in Atlanta and any future international offices, although the majority of support is carried out remotely.

Occasional home working may be possible

### **Remuneration Package**

- Competitive salary based on experience
- Annual bonus based on company profit share scheme
- Company pension scheme with employer contribution