Information Technology Specialist
Position: Full-time (Part-time option)
Experience: 5-7 years min

Mayer/Reed is a nationally recognized, multidisciplinary design firm. We are dedicated to making creative design contributions that bring value to and enhance the built environment. We believe that good design, informed by a collaborative process, functions within multiple contexts. Dedicated to this premise, Mayer/Reed continues to evolve by attracting and encouraging highly motivated and talented staff and by seeking relationships with socially and environmentally responsible clients who inspire visionary design solutions.

Mayer/Reed is seeking an Information Technology Specialist to support a studio of 30 Landscape Architecture and Experiential Graphic Design staff in a hybrid work environment. This position will serve as the primary technical resource for the office and is responsible for effective and appropriately tailored communications with staff, leadership and outside IT consultants.

Ideal candidates have strong analytical troubleshooting skills, are interested in learning new things, utilize tools to remain organized while balancing long-term projects with daily urgencies, and demonstrate strong communication and conflict resolution skills. On-the-job experience providing support for Microsoft and Apple platforms, Autodesk BIM and CAD design software, 3D visualization software, Adobe Creative Suite, and Microsoft Office applications is required. A computer science degree or design degree and experience in the design profession is a plus.

This position will provide daily staff support:
- Serve as point person for in-house technology including networks, security protocols, VPN, VOIP, printers and peripherals and general troubleshooting to resolve hardware/software issues.
- Provide new employee on-boarding, orientation to digital file management standards, resources and ongoing staff software training and support.
- Provide BIM set-up and workflow oversight.
- Support visualization, AR, VR, rendering and animation activities

This position will provide general technology oversight:
- Research tools and technologies for systems integration across platforms. Proactively research new tools and technologies.
- Assist leadership with developing long-term IT strategies and annual budgets.
- Serve as the Office 365, Autodesk and Adobe administrators; work to streamline applications, provide technical support and expertise to tune the software to company workflows.
- Develop and implement office technology and software standards and best practices.
- Coordinate ordering, set-up, maintenance and distribution of company furnished technology equipment.
- Maintain equipment inventory lists, track replacement schedule, repairs and warranties.
- Direct and prioritize IT consultant work with leadership oversight.
- Provide updates to leadership on a weekly or monthly basis.

Salary is commensurate with experience and schedule. Comprehensive benefits package included. Our studio is in downtown Portland with access to bike and transit routes. Staff enjoys on-site workout, bike and shower facilities, educational offerings and social events. Visit *www.mayerreed.com* to learn more about our studio. Mayer/Reed is an equal opportunity employer.

Submit letter of interest and resume to studio@mayerreed.com, attn: Jeramie Shane