florida studio theatre

Richard Hopkins
Executive Producer

floridastudiotheatre.org/work-with-us/careers

JOB DESCRIPTION

CONTACT: Alexys Hatch
Casting and Hiring Coordinator
(941) 366 – 9017 ext. 324
lhatch@floridastudiotheatre.org

Updated: 11/5/2026 AH

IT Associate

Under the supervision of the Director of IT, the Information Technology Associate supports the organization's technology infrastructure, user support, and data security practices to ensure reliable and efficient daily operations. This role is primarily hands-on, providing technical assistance to staff, maintaining systems, and helping implement technological improvements that align with organizational needs and budget. This is primarily an office-based job with some remote troubleshooting. It requires occasional evening or weekend support during upgrades or events.

The ideal candidate is an excellent communicator, service-oriented, detail-focused, and comfortable balancing helpdesk support with system maintenance and continuous improvement initiatives.

Job Responsibilities Include:

- Technical Support & Helpdesk
- Systems & Infrastructure Support
- Data Security & Compliance Support
- Applications & Database Support
- Vendor & Asset Coordination
- Staff Training & Documentation

- For a detailed job description, click here: https://www.floridastudiotheatre.org/work-with-us/careers

Job Qualifications:

Education

- Bachelor's degree in Information Technology, Computer Science, or related field or equivalent practical experience

Experience

- 2–4 years of IT support or technical operations experience
- Helpdesk or end-user support experience required
- Nonprofit technology environment preferred
- Experience working with external IT vendors is a plus
- Experience with Artificial Intelligence is strongly desired.

Technical Skills

- Basic SQL or database querying knowledge preferred
- Microsoft 365 administration and support

- Network fundamentals (TCP/IP, Wi-Fi, VLAN, VPN, cabling)
- Endpoint hardware and software troubleshooting
- Familiarity with cybersecurity best practices
- Ability to lift and install basic equipment (up to ~25 lbs.)

Job Type: Full Time

Reports to: Director of IT

Compensation: $40,000-$48,000

Anticipated Start Date / Hiring Timeline: Applications reviewed on a rolling basis. The position is open until filled.

Benefits for Full-Time Staff: Health Insurance (including optional vision and dental) after two months, 401k with Employer match after one-year, complimentary tickets, restaurant discount, paid vacation/PTO, paid holidays, paid parental leave, and more.

To Apply: Submit resume, cover letter, and contact information for three references at https://www.cognitoforms.com/FloridaStudioTheatre1/FloridaStudioTheatreHiring

Florida Studio Theatre is working towards becoming a more inclusive and accessible organization. FST is thus committed to developing a work environment that is reflective of the diverse world that it serves. Applicants from all populations and underrepresented groups are strongly encouraged to apply. Consideration for employment will be given to all applicants without regard to race/ethnicity, gender identity/sexual orientation, age or ability.

FST operates five stages, the 173 seat Keating Theatre, the 237 seat Gompertz Theatre, the 109 seat Goldstein Cabaret Theatre, the 110 seat John C. Court Cabaret Theatre and the 100 seat Bowne's Lab Theatre.

For more information, visit our website at www.floridastudiotheatre.org