

CURZON

IT INFRASTRUCTURE EXECUTIVE

Curzon is the UK's first fully integrated independent film company across production, distribution, and exhibition. Curzon is using its 90-year-old prized brand to build a film content-led business that provides unforgettable films in quality surroundings via its Curzon branded cinemas and digital channels.

Purpose of Role

We are seeking an experienced IT Infrastructure Executive to join our dynamic IT team. The successful candidate will play a key role in managing, maintaining, and improving our IT infrastructure, ensuring reliability, security, and efficiency. This role is based at our headquarters for three days per week, with the flexibility to work remotely on other days. Occasionally it may require travel to our sites around the UK.

Role Responsibilities

- Maintain and manage IT infrastructure, including servers, networks, storage, and cloud services.
- Support IT/Technology infrastructure (Firewalls, switches, and Wi-Fi APs)
- General hardware/software setup and support (Laptops, printers, tablets, Zoom phone systems, Zoom rooms systems)
- Monitor system performance, troubleshoot issues, and implement necessary upgrades and patches.
- Ensure security best practices are followed to protect company data and IT assets.
- Support IT operations by providing technical expertise and resolving infrastructure-related issues.
- Collaborate with the IT team to develop and implement strategic technology initiatives.
- Manage vendor relationships and coordinate external support services.
- Document IT processes, configurations, and policies to enhance efficiency and knowledge sharing.
- Assist in IT budgeting and procurement processes to ensure cost-effective solutions.
- Support disaster recovery and business continuity planning.

Person Spec:

- Demonstrable experience in IT infrastructure management and support.
- Strong knowledge of networking, server administration, cloud technologies, and cybersecurity principles.
- Experience with virtualization, backup solutions, and IT monitoring tools.
- Familiarity with Windows and Mac environments.
- Ability to work independently and collaboratively in a small team environment.
- Strong problem-solving skills and attention to detail.
- Resilience under pressure situations
- Excellent communication skills to effectively liaise with internal teams and external vendors.

Ideal Candidate

- Experience with Ubiquiti equipment (advantageous)
- Experience with Microsoft AD, Microsoft O365
- Relevant certifications such as CCNA, MCSE, AWS, or ITIL.
- Experience working in a hybrid cloud environment.

If you are a proactive IT professional looking to contribute to a growing organization, we invite you to apply and become a key part of our IT team.