

## SCIENCENTER POSITION DESCRIPTION

### Project Manager

*(2018-05-31)*

#### **TITLE OF MANAGER:**

Senior Director of Museum Environments

#### **MAIN FUNCTION**

The Project Manager will be responsible for collaborating with the Senior Director of Museum Environments to successfully deliver exhibit projects that are consistent with the Museum's mission and its educational, financial, sustainability, and accessibility goals. These projects will vary in size and scope, but each will necessitate working with various employees and contractors of the Museum. The Project Manager will be responsible for carrying a project forward to successful completion while keeping the Senior Director of Museum Environments involved and informed on a regular basis.

#### **PRIMARY DUTIES AND RESPONSIBILITIES**

This position is responsible for overall project planning and scheduling, resource allocation, project accounting and control, while providing technical direction and ensuring compliance with quality standards. Experience in all phases of the design/build process, and a keen interest in working as a pivotal team member on exhibit projects is essential.

The essential duties include the following:

- Lead the planning and implementation of projects
- Manage project budgets
- Subcontractor management
- Material and equipment sourcing
- Defines and allocates project tasks and resources
- Oversees daily operations of project staff
- Plans and schedules project timelines
- Tracks project deliverables
- Provides direction and support to project team
- Responsible for quality assurance
- Inspires creativity while keeping the team focused on the overall objectives of the exhibition
- Performs other duties as assigned

#### **SUPERVISION OF OTHERS**

- Direct reports – 4 - 5

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND/OR EXPERIENCE**

- Bachelor's Degree preferred
- Demonstrated ability to manage a team
- Minimum 3 years project management experience
- Demonstrated success as a project manager of a design and/or build team
- Experience with budget management
- Equivalent experience/education will be considered

## **OTHER QUALIFICATIONS**

- Excellent verbal communication skills
- Experience managing external partnerships or contractors
- Demonstrated abilities in strategic thinking and planning
- Experience managing budgets
- Organized, flexible, adaptable
- Proficient in Microsoft Office Suite (Word, Excel, and PowerPoint)
- Facility with AutoCad, Vectorworks, Sketch-up or similar drafting and modeling software
- Demonstrated ability to work independently as well as collaborate in a team environment
- Demonstrated ability to work under pressure
- Demonstrated ability to be flexible in a rapidly changing environment

## **WORKING CONDITIONS**

Fast-paced, non-profit, hands-on museum environment. Must be able to work on many projects simultaneously with interruptions. Must work well in both an individual and team setting.

## **TIME COMMITMENT**

Full time (40 hrs/wk) exempt position. Occasional weekend and evening work, as well as travel, are required.

## **SALARY AND BENEFITS**

Salary commensurate with experience and qualifications. Full Sciencenter benefits provided.

**APPLICATION INSTRUCTIONS**

Please send a resume and cover letter in PDF format to: [cFagan@sciencenter.org](mailto:cFagan@sciencenter.org)

Deadline: Open until filled

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