



<b>Job title</b>	<i>Project Manager</i>
<b>Reports to</b>	<i>Executive Director/CEO</i>
<b>Department</b>	<i>Exhibits 40-000</i>
<b>Grade</b>	<i>TBD</i>

### **Job summary**

The project manager is responsible for coordinating exhibit project schedules and budgets as well as facilitating cross functional team meetings in support of Discovery Lab's exhibit programs. The project manager will work with management and the exhibit design and production team, as well as outside consultants, contractors, and vendors, to ensure exhibit operation efficiency and quality goals are met. The project manager has overall responsibility for the successful initiation, planning, design, execution, monitoring, controlling and closure of a project.

### **Duties and responsibilities**

#### **Primary functions:**

- Manages exhibit specific special projects and ensures that all goals align with Discovery Lab's strategic plan and mission objectives.
- Monitors exhibit project budgets and work schedules, including traveling exhibits
- Works with department heads to determine departmental policies and operating procedures as they relate to exhibit projects
- Assess exhibit priorities and objectives and makes action recommendations.
- Provides status reports as directed.

#### **Secondary functions:**

- Other job related duties as assigned by the Executive Director/CEO

### **Qualification requirements**

#### **Knowledge and skills:**

- Detailed oriented, ability to multitask
- Organized and self-motivated
- Excellent interpersonal and communication skills
- Strong analytical and problem-solving skills
- Mathematical skills
- Demonstrated experience in staff supervision and team leadership
- Excellent influence, negotiation and team management skills

#### **Education and work experience:**

- Bachelor's degree or 5 years of relevant experience
- 2 years of experience direct project management

#### **Preferences:**

- Nonprofit and museum experience
- Fluency in a language in addition to English
- Experience working with volunteers
- PMP Certified

### **Working conditions**

This job is a special project, part-time, non-exempt, hourly position. Occasional after hours work may be required. Moderate to loud noise environment. Required to work near moving mechanical parts.

### **Physical requirements**

30% Sitting, 60% Standing, 10% Lifting/Carrying/Pushing/Pulling at least 50lbs.

### **Additional requirements**

- Pre-employment and/or pre-duty checks, such as criminal background check, alcohol and drug test, and reference checks

### **Direct reports**

None

Works closely with exhibits team and provides oversight for exhibit projects.

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<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Revised:</b>	

**This position description is representative of the major position requirements and is not intended to be all inclusive.**

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