

To apply for this job

Email or mail a cover letter, resume, and writing sample to:

Explora

Attn: Kristin Leigh, Deputy Director & Director of Community Engagement

1701 Mountain Rd NW

Albuquerque, NM 87104

kleigh@explora.us

Position open until filled



Position: Project Manager

Group: Community Engagement

Reports to: Associate Director of Project Management

Date last updated: 8/13/2019

FLSA status: 40 hours per week (full time); non-exempt

Position Summary:

The Project Manager will support Explora's leadership team in the planning, development, and successful implementation of a variety of small- and large-scale projects, ensuring that they run smoothly and efficiently. This position is highly administrative and multi-faceted and includes internal labor, budget, and schedule management; internal/external client relations; creative development; tracking of action items; coordination of meetings and cross-department teams; and overall organization of the projects. While projects may fall in any of Explora's areas of work, there will be a focus on both program and exhibition development, and the successful candidate will work with exhibit developers, in-house and out-of-house fabricators, educators, visitor services staff, education staff, and evaluation teams to co-develop the production of memorable exhibitions and visitor experiences that meet the museum's experience and learning goals. Explora is committed to building a culturally diverse staff that reflects the demographics of New Mexico and strongly encourages applications from minority candidates.

Essential Duties and Responsibilities:

1. The Project Manager is responsible for leading projects and major project components from planning through successful implementation. This includes, but is not limited to:
 - a) internal labor, budget, and schedule management
 - b) internal/external client relations
 - c) creative development
 - d) subcontractor management
 - e) material and equipment sourcing
 - f) contractor and architect coordination
 - g) coordinate project resources, equipment, and information.
2. The Project Manager runs the overall project schedule and budget and manages the internal team while collaborating with staff across the full range of Explora working groups and with associated community partner organizations:
 - a) manage all aspects of the project timeline
 - b) identify and mitigate scheduling issues
 - c) create schedules and track dates/deadlines
 - d) monitor project progress and prep management for any issues that may arise
 - e) general troubleshooting and resolution of problems.
3. The Project Manager will act as the main point of contact for the project and will communicate project status to a variety of audiences:
 - a) participate in regular meetings with involved staff and contractors
 - b) communicate with Explora staff any changes to schedule, budget, or project plan that affect their working groups
 - c) develop project progress reports to communicate to internal/external audiences.

4. Specific to management of temporary and permanent exhibitions, the Project Manager will:
 - a) advocate for the audience and the visitor experience
 - b) work with exhibit developers and fabricators to translate concepts and ideas into meaningful visitor experiences by conceptually understanding, organizing, and integrating intellectual and physical content through prototyping and modeling
 - c) lead a project team and coordinate all aspects of exhibit design, supporting imaginative design solutions and reliable estimates of their costs
 - d) provide design oversight and documentation and ensure final products meet established criteria
 - e) participate in the creation of project scope of work, budget and schedule milestones, and exhibit design criteria
 - f) oversee schedule for design, fabrication, and installation of exhibits.

5. The Project Manager will assist the Deputy Director and Executive Director with tasks related to a variety of large-scale projects at Explora:
 - a) work independently and as a member of a team on all aspects of membership and development
 - b) travel locally to community partner organizations, vendors, networking events, and meetings
 - c) provide excellent customer service both internally and externally

6. The duties and responsibilities outlined above do not comprise a comprehensive list but are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Explora maintains the right to augment or delete duties and responsibilities as business dictates.

Minimum Qualifications:

- A Bachelor's or Associate's degree in related field and work experience performing similar duties; an equivalent combination of education and/or experience may be substituted, as long as it directly relates to essential duties and responsibilities
- Experience in interactive exhibit design, architectural design, or visual design, and familiarity with exhibit evaluation and a knowledge of scientific and technological fields
- Demonstrate a commitment to the visitor experience and the ability to advocate for that experience
- Ability to translate concepts and ideas into meaningful visitor experiences
- Strong working knowledge of Excel, Word, and Access/database management software
- Proven command of editorial, grammatical, writing skills and techniques
- Experience managing competing priorities and multiple deadlines
- Ability to work both independently and with a team
- Natural trouble-shooter
- Highly organized and detail-oriented
- Willing to regularly remind decision makers of deadlines and decisions that are needed
- Strong teamwork skills and initiative to establish and maintain effective interpersonal relationships with Explora employees, volunteers, visitors, donors, and community partners
- Well-developed organizational skills, time management skills, and attention to detail
- Expressed interest in scientific and artistic phenomena and in education
- Good verbal and written communication skills

Functional Work Characteristics:

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting.
- Requires effective eye-and-hand coordination and manual dexterity.
- Requires standing and walking approximately 25% of the time, with regular need to perform actions including sitting, stooping, kneeling, crouching, crawling, reaching, handling materials, pulling, carrying, and pushing.
- May occasionally require lifting of various materials and equipment to a maximum of 50 pounds.

Work Conditions:

- Most essential duties are performed in a museum and office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting.
- Museum facilities may expose incumbent to high noise levels, temperature changes, liquid nitrogen, helium gas, electrical exposure, unpredictable ventilation, dust, and physical obstacles.
- Work is normally performed in an area of limited privacy.

Employment Screening and Compliance:

- Background check required.
- Employee must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and client/customers.
- Employee must maintain a current and valid driver’s license to perform work duties if position requires activities that require travel by motor vehicle, whether personal or company car.
- Position may require a person to be bonded.

Explora Science Center & Children’s Museum IS AN EQUAL OPPORTUNITY EMPLOYER

Employee Acknowledgement:

This job description is intended to convey information essential to understanding the scope of this position. It is not intended to be an exhaustive list of skills, efforts, duties, responsibilities, or working conditions associated with the position. Explora maintains the right to augment or delete duties and responsibilities as business needs dictate.

I have read and understand the entire contents of this job description, including the work demands and expectations of this position. I understand that my employment at Explora is employment “at will” and may be concluded at the convenience of Explora Science Center and Children’s Museum of Albuquerque. I am aware of my right to notify my employer of any reasonable accommodation that may be necessary to perform this work. I further believe to the best of my knowledge that I am able to perform these duties and responsibilities. If I determine that an accommodation may be necessary at a later date, I shall notify my employer. I understand that my employer maintains certain rights as well under the *Americans with Disabilities Act (ADA)*.

Employee signature

Date signed

Director signature

Date signed