

Explora Job Description: Special Projects Manager

Reports to: Co-Executive Directors

FLSA status: 40 hours per week (full time); exempt (salaried); on-site

Pay range: \$48,000-\$57,000/year with 100% employer-paid health insurance premiums and additional benefits



Position Summary:

Explora is a 501c3 nonprofit organization that includes a hands-on science center and children's museum, a teen workforce development center, and a full-time childcare center. Our mission is to contribute to family and community prosperity by creating accessible opportunities for inspirational discovery and lifelong learning through interactive experiences in science, technology, engineering, art, and math. Explora is a values-based organization with core values of: Community, Learning, People, and Diversity. We are growing our team of staff who are committed to improved educational and economic outcomes for the people of New Mexico.

The Special Projects Manager will support Explora's leadership team in the planning, development, management, and implementation of a variety of ongoing and new projects, driving them smoothly and efficiently to successful completion. This position includes creating schedules for labor, budget, and schedule management; internal/external client relations; creative development; tracking of action items; coordination of meetings and cross-department teams; generating reports; and overall organization and of the projects. The successful candidate will have demonstrated experience completing high-quality projects on-time and on-budget. While projects may fall in any of Explora's areas of work, this position will have a focus on exhibits and exhibitions and will work with exhibit developers, in-house and out-of-house fabricators, educators, other project managers, visitor services staff, evaluation teams, and others to lead the creation of memorable exhibitions and visitor experiences.

Explora is committed to building a diverse staff that reflects the demographics of New Mexico and strongly encourages applications from BIPOC candidates.

Essential Duties and Responsibilities:

1. The Special Projects Manager is responsible for leading projects from planning through successful implementation. This includes, but is not limited to:
 - a) 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) coordinating project resources, equipment, and information,
 - h) meeting budget, deliverable, and time targets, and
 - i) motivating people and leading by example.
2. The Special Projects Manager creates and manages the project schedule and budget and guides the internal team while collaborating with staff across a range of Explora working groups and partner organizations and additionally:
 - a) manages all aspects of the project timeline,
 - b) identifies and mitigates scheduling and other risks,
 - c) creates schedules and tracks dates/deadlines,
 - d) monitors project progress and advises management on status, risks, and other issues, and
 - e) troubleshoots and resolves problems as they arise.
3. The Special Projects Manager is the main point of contact for many projects and will communicate project status to a variety of audiences and will:
 - a) participate in regular meetings with involved staff, partners, and contractors,
 - b) communicate changes to schedule, budget, or project plan that affect other working groups,
 - c) develop and present 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 designers, writers, artists, scientists, exhibit developers, fabricators, and others 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 project teams and coordinate all aspects of exhibition design, supporting imaginative design solutions and reliable estimates of their costs,
 - d) provide design oversight and documentation to ensure final products meet established criteria,
 - e) participate in the creation of project scope of work, budget and schedule milestones, and exhibit design criteria, and
 - f) oversee schedule for design, fabrication, and installation of exhibits, exhibitions, and environments.
5. The Special Projects Manager will assist the Co-Executive Directors with tasks related to a variety of projects:
- a) writing proposals and reports,
 - b) traveling locally, nationally, and internationally to Community Partner organizations, vendors, networking events, and meetings, and
 - c) providing 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 combination of Bachelor's or Associate's degree in related field and/or significant work experience performing similar duties, in particular, demonstrated project management experience
- Experience in interactive exhibit, architectural, or visual design; familiarity with exhibit evaluation; and a knowledge of, and curiosity about, scientific, technological, and learning
- A commitment to visitor experience and the ability to advocate for that experience
- Ability to translate concepts and ideas into meaningful visitor experiences
- Strong working knowledge of relevant business and design software
- Ability to draw and communicate ideas visually
- Experience managing competing priorities and multiple deadlines
- Ability to work both independently and with a team
- Strong trouble-shooting and problem-solving abilities
- Well-developed organizational skills, time management skills, and attention to detail
- Strong teamwork skills and initiative to establish and maintain effective interpersonal relationships with Explora employees, volunteers, visitors, donors, and community partners
- High level verbal and written communication skills

Work Conditions:

- Requires sufficient skills to work in a business environment, including organizing, coordinating, exercising daily decision-making, analyzing, and interpreting
- 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 performed on-site and often performed in areas of limited privacy.

Employment Screening and Compliance:

- Background check required.
- Staff must comply with all operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers.
- Staff must maintain a current and valid New Mexico driver's license to perform work duties, if position requires activities that require travel by motor vehicle, whether personal or company car.

Explora Science Center & Children's Museum is an equal opportunity employer.