



**Position Title: Project Manager**

<b>Department:</b> Exhibits	
<b>Classification:</b> <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Salaried <input type="checkbox"/> Hourly	<b>Weekly Hours:</b> <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time hours ***Project position – limited duration
<b>Reports To:</b> Executive Director	

**POSITION OVERVIEW**

The Project Manager administers the master planning process to reinvent The Bakken Museum’s exhibits and programs. Coordinates museum staff, board, stakeholders, and external consultants to ensure project successfully meets objectives and is delivered on time and within budget. Develops project management tools and maintains standards for deliverables. As a member of the project team, is an active participant in relevant strategy meetings.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Manages project team priorities by communicating effectively to internal staff, board members, external stakeholders, and outside consultants.
- Acts as primary point of contact for all activities related to Museum exhibition project.
- Track and manage grant funding revenues and expenses to ensure accuracy. Create project-related grant reports as necessary.
- Applies current exhibit/program best practices to all project-related activities.
- Works with staff throughout the Museum to coordinate project team activities with operations of other departments and organization-wide schedules.
- Coordinates and monitors project development using project management best practices.
- Builds and manages effective project teams, which can include designers, exhibit developers, multi-media professionals, architects, contractors, consultants and vendors.
- Working with internal team, integrates Bakken Museum’s education philosophy into all exhibit and program planning.
- Sets expectations and ensures that projects are completed within budgets and schedules while meeting/exceeding organizational needs.
- Plans effectively and drives for results by setting specific goals and developing plans that include deliverables, timelines and resources.
- Helps evaluate project risk, works to minimize risks; when project success is at risk, brings concerns to museum leadership.
- Manages the research and solicitation of proposals for contracted work.
- Provides oversight to third-party project contributors, including architects, designers, consultants, and construction managers.
- Establishes and maintains project standards to ensure highest possible quality of work.

Other duties as needed or required.

## **CORE COMPETENCIES**

### **Commitment to Diversity**

Eager to work effectively with other employees, partners and participants without discrimination on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, family composition, marital status or socio-economic status. Committed to opportunities to support cultural diversity in the workplace.

### **Commitment to Service**

Responsive to the needs and requests of the museum's visitors, event guests, and organization partners. Extends courtesy, friendliness and overall respect to others.

### **Interpersonal Communication and Teamwork**

Listens well and is open to others' perspectives. Develops strong working relationships and values them as critical to effective work.

### **Initiative**

Demonstrates willingness to make significant contributions with little direction. Voluntarily starts projects. Exercises good judgment and independent actions when appropriate.

### **Flexible**

Adaptable and responsive to change. Able to respond to requests in a timely manner.

## **POSITION REQUIREMENTS**

1. Bachelor's degree (architecture, design management, industrial design, project management, construction management or related field preferred) and/or formal PM certification.
2. Minimum of five years' experience in project/program management, preferably in a museum or similar public-facing organization.
3. Excellent verbal and written communication skills.
4. Demonstrated ability to create and manage project budget.
5. Experience working with grants (reporting, budget, administration) strongly preferred.
6. Knowledge of informal science best-practices in exhibits and programs preferred.
7. Proficient technical skills including audio-visual components, computer hardware and software required.
8. Flexible approach to changes while maintaining ability to meet critical deadlines.
9. Ability to work in a multi-disciplinary team environment.
10. Must be able to understand and articulate Museum's big-picture strategy and apply it to project details.
11. Demonstrated experience with entire project life-cycle from concept design through installation.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to stand/sit for up to 8 hours per day.
2. Ability to lift up to 50 pounds.
3. Ability to move through and access all areas of the buildings and grounds including stairs, indoor/outdoor areas, and small spaces.
4. Ability to physically manipulate computer and AV components, construction materials, tools, and similar equipment.

**TRAVEL**

Some travel (regional and national) related to project research and development.

The above statements are intended to describe the general nature and level of work performed by the staff member assigned to this position. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.