



## Exhibitions Assistant Project Manager

### POSITION OVERVIEW

The Exhibitions Assistant Project Manager contributes project management support to the 9/11 Memorial Museum's ongoing and upcoming physical and digital exhibitions, which chronicle the events of 9/11 and the 1993 World Trade Center bombing, the historical context of the attacks, and their ongoing legacy. Under the supervision of the Special Exhibitions Project Manager, the Exhibitions Assistant Project Manager helps coordinate schedules, budgets, contracts, licensing, approval processes, communication within and among departments and external vendors, and other efforts. S/he also contributes to project coordination of other departmental and institutional initiatives, such as temporary and traveling installations. In addition, the Exhibitions Assistant Project Manager will work with his/her supervisor to develop best practices and processes for project management that can be documented, regularly assessed, and applied across projects.

### ESSENTIAL FUNCTIONS

- Provide project management to ongoing and upcoming special exhibitions, temporary installations, traveling installations, and other digital and physical exhibition projects.
- Draft and/or review schedules, budgets, meeting agendas, tracking documents, and other materials.
- Help produce and document standards and processes for best practices applicable across a range of projects.
- Develop deliverables for staff, designers, fabricators, media producers, and other external vendors.
- Coordinate communication within and among internal departments, including arranging meetings, circulating notes, and managing approval processes.
- Contribute to long-term strategic and programmatic planning.
- Support other exhibition development, curatorial research, administrative, and project management responsibilities as assigned.

### QUALIFICATIONS/SKILLS REQUIREMENT

- Undergraduate degree required
- Graduate degree in liberal arts, public history, social sciences, library science, museum studies, project management, or related field a plus
- At least one year of general office experience, previous museum experience preferred
- Excellent communication, research, and organizational skills
- Project management experience required
- Methodical and attentive to detail

- Experience with database management and entry
- Experience in strategic and/or other long-term planning a plus
- Familiarity with range of computer programs, including Microsoft Office suite
- General knowledge of September 11, 2001 and February 26, 1993 events helpful

#### **GENERAL INFORMATION:**

- Full-time position.
- Competitive salary and benefits package.

#### **HOW TO APPLY**

- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume and cover letter to [careers@911memorial.org](mailto:careers@911memorial.org) by **08/24/2018**.
- Please visit our web site at [www.911Memorial.org](http://www.911Memorial.org)

*The National September 11 Memorial & Museum at the World Trade Center Foundation, Inc. is committed to workforce diversity. EEO*