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Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Job Board Posting



Careers.Indigenous.Link

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Project Manager 1, Exhibitions

Job ID	3D-9C-69-42-47-F5	
Web Address	https://careers.indigenous.link/viewjob?jobname=3D-9C-69-42-47-F5	
Company	Canadian Museum for Human Rights	
Location	Winnipeg, Manitoba	
Date Posted	From: 2019-12-11	To: 2019-12-22
Job	Type: Full-time	Category: Office
Languages	English	

Description

The Canadian Museum for Human Rights (CMHR) is the first museum in the world solely dedicated to the evolution, celebration and future of human rights. It is the first national museum in Canada to be built outside the National Capital Region. Located in the heart of Canada in Winnipeg, Manitoba, the CMHR rises from the Prairie earth at The Forks, which has been a meeting place for over six thousand years.

The CMHR delivers an immersive, interactive and memorable experience for visitors of every background, age and ability. Each visitor has access to a fully reinvented museum experience that reflects a design approach that sets new Canadian and world standards for inclusion and universal accessibility.

We are seeking talented individuals who are motivated to share their passion and commitment to join our team. Together, we aim to enhance the public's understanding of human rights, to promote respect for others, and to encourage reflection and dialogue.

Purpose of Position

The Project Manager 1, Exhibitions assumes the project lead on discrete core exhibition projects (built and digital), as well as all core exhibition maintenance and artifact rotations. Takes direction from the Director, Exhibitions in the coordination of individual projects related to the core exhibition galleries, and supports the Project Managers 2, Exhibitions towards the successful management of the temporary/travelling exhibition programs. The Project Manager 1, Exhibitions ensures that work proceeds on schedule and to institutional and museum standards. The Project Manager 1, Exhibitions is responsible for scheduling, coordination of efforts, record keeping, note taking, ensuring the timely flow of information between the CMHR staff and contractor(s), and liaising with the division's department as well as larger interdepartmental project team, and external vendors and service providers. The Project Manager 1, Exhibitions is the information hub for all museum departments concerning projects related to the CMHR's Core Exhibition Program.

Key Responsibilities

As per core galleries:

- Coordinate and schedule all requirements necessary for additions and changes to the exhibitions (including creative concept, design, text, images, artefacts, etc. across all media such as built digital and video) according to set procedures and approval processes.
- Coordinate and schedule the fabrication and installation of additions and changes to the core exhibitions, including liaising with contractors (design, installation, graphic and media producers) and external fabricators and/or media producers as required.
- Coordinate project logistics (scheduling and tracking of deliverables).
- Work directly with Collections department on the coordination of artifact rotation schedules as per loan agreements.
- Coordinate various exhibition projects simultaneously while ensuring efficiencies and reducing redundancies.
- Coordinate Capital Exhibition Renewal of major renovations and revisions to permanent core gallery exhibitions.
- Track potential project risks and present risks to management for escalation when necessary.
- Track and monitor exhibition project components for on time delivery and quality.
- Distribute and track deliverables, minutes, bring forward items, action items, etc.
- Maintain accurate records of meetings and electronic meetings through written notes.
- Update and keep ERD and larger project team members informed by circulating team meeting minutes, Basecamp notifications, Team Gantt schedules.
- Maintain project files in the project management tools (TeamGantt, Basecamp, Sharepoint) and through other file archiving systems.
- Track and document exhibit project discussions within Basecamp (alongside Project Managers).
- Assist Director, Exhibitions in budget and financial tracking of relevant projects.
- Prepare pre-requisitions and track Purchase Orders in Dynamics system
- Provide accurate and timely information to contractors.
- Forewarn the ERD team of any delivery, coordination, deliverable, or any project issues that have an adverse impact; make recommendations
- Assist in the preparation of key RFPs and RFQs as assigned.
- Coordinate the flow of core gallery projects into the overall exhibitions master schedule.
- Coordinate, track and document management approvals of project deliverables.
- Assists with project management as necessary for the temporary/travelling exhibitions (such as procuring items, backfilling during PM absences, leading discrete temporary exhibition projects such as a digital element etc.)
- Carrying out any other duties that support the Exhibition team and other ERD departments.

Education, Knowledge & Experience

Skills and Knowledge - Required:

- Education at the college or university level in a related discipline, or an acceptable combination of education, training and experience in a related field

• 2 years' experience coordinating and/or assisting with the coordination of projects

• Experience working in multidisciplinary project teams

• Experience maintaining clear and concise document records, spreadsheets and meeting minutes

• Experience working with contractors and/or artists

• Experience creating and maintaining Excel spreadsheets

• Familiar with best practices in exhibitions and/ or new media projects

• Experience administering and tracking contracts and contract deliverables

• Strong communication skills (oral and written)

• Strong understanding of Project Management workflow and processes

Skills and Knowledge - Desired:

• Familiarity with contracts, contract administration experience, and dealing with external contractors

• Familiarity with Project Management software (Basecamp, Team Gantt)

• Experience working with Digital Media projects and knowledge of current technology trends

• Experience working with Procurement software and structure

• Experience working with and tracking budgets

• The ability to communicate in both official languages, oral and written

Attributes:

• Good communication and interpersonal skills, ability to collect and distribute information within a team environment and to outside contractors

• Strong problem-solving and analytical skills

• Strong organizational and time management skills with high attention to detail

• This role requires someone that can work well under pressure and has a flexible approach to working hours (when required)

• Ability to handle multiple tasks and priorities in a fast paced, deadline-driven environment

• Ability to facilitate strategic compromise, shared understanding, and manage multiple perspectives

• Respect for procedures and protocols

Working Conditions & Physical Demands:

• Work is primarily an office environment. May require long periods at a desk and in front of a computer.

• May be present during exhibit installations and tear downs.

Official Language Proficiency:

Bilingual non imperative

How to Apply

Interested applicants should submit a cover letter and résumé through CMHR's Careers page at <https://humanrights.ca/about/careers> by December 22, 2019. The cover letter must provide concrete examples that illustrate how they meet the education and experience factors listed in the Qualifications Required and Desired (if applicable). Résumés will be used as a secondary source to validate the education and experience described in the cover letter.

The Canadian Museum for Human Rights is committed to developing inclusive, barrier-free recruitment processes and work environment. Please advise the HR representative if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner.

Intent / Result of process: An eligibility list of qualified candidates may be created as a result of this process. The list would have a retention schedule of six months.