



POSITION DATA

JOB TITLE: Exhibitions Project Manager
DEPARTMENT: Exhibitions
REPORTS TO: Senior Vice President, Exhibitions
CLASSIFICATION: Full-Time Exempt
DATE: July 2022

POSITION OVERVIEW

The Exhibitions Project Manager provides project management to the 9/11 Memorial & Museum's ongoing and upcoming physical and digital exhibitions, which chronicle the events of 9/11, the historical context of the attacks, and their ongoing repercussions. The position helps coordinate schedules, budgets, contracts, licensing, approval processes, communication within and among departments and external vendors and partners, and other efforts. They also contribute to project coordination of other departmental and institutional initiatives, such as temporary and traveling installations. In addition, the Exhibitions Project Manager will contribute to developing best practices and processes for project management that can be documented, regularly assessed, and applied across projects.

The Exhibitions Project Manager is part of the Exhibitions department, which imagines and actualizes physical installations, audiovisual exhibits, digital interactives, audio guide experiences, and online storytelling platforms. The 9/11 Memorial & Museum has approximately 110,000 square feet of interpreted space, and it is the responsibility of the Exhibitions department to manage these installations, ensure their daily integrity and performance, and plan for future use and relevance for Museum visitors.

This position works closely with content developers, designers, media specialists, registrars, conservators, and production colleagues to create exhibits that meet curatorial goals and design intent and are delivered on schedule and within budget. This is a full-time position that reports to the Senior Vice President for Exhibitions.

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.
- Develop deliverables for staff, designers, fabricators, media producers, and other external vendors and partners.
- Coordinate communication within and among internal department—such as Buildings and Ground, Collections, External Affairs, Legal, and Operations—as well as external consultants and partners, including the arrangement of meetings, circulation of notes, and management of approval processes.
- Help produce and document standards and processes for project management best practices applicable across a range of projects.
- Contribute to long-term strategic and programmatic planning.
- Support other exhibition development, research, administrative, and project management responsibilities as assigned.

REQUIRED SUPPORT FOR ORGANIZATIONAL EVENTS

- Participate in the Annual 5K Fundraiser and September 11th Commemoration.
- Assist with other special projects and events in support of the 9/11 Memorial & Museum mission, as assigned.

QUALIFICATIONS/SKILLS REQUIREMENT

- Preferred previous museum experience and an overall understanding of exhibition development from concept development through installation.
- Excellent communication, research, presentation, and organizational skills, with ability to recall information and juggle multiple tasks.
- Methodical and attentive to detail.
- Project management experience a plus.
- Capacity to solicit, digest, and resolve sometimes conflicting feedback from internal and external stakeholders.
- Experience managing multiple concurrent exhibitions and projects while maintaining flexibility with shifting priorities and deadlines.
- Ability to work on exhibition projects involving sensitive content.
- Respectful of trust, transparency, and differing perspective and communication styles.
- Concur with core department values of:
 - *Creativity*: we encourage creativity as a driver of innovation, improvement, and meaning making.
 - *Belonging*: we welcome, reflect, and create space for the diverse experiences of our staff and visitors.
 - *Integrity*: we uphold the highest standards of integrity in our actions and creations.
 - *Safety*: we foster a safe environment to work in and for our visitors to engage.
 - *Accountability*: we are accountable for delivering on our commitments.
 - *Effectiveness*: we believe being effective allows us to best realize the mission of the institution.
- The Exhibitions department encourages candidates to apply even if their experience is not a 100% match with the position description. We are looking for someone with relevant skills and experience, not just a checklist. We want to help you professionally grow and in return, you help us develop into a stronger, more inclusive team.

HOW TO APPLY

- Include position you are seeking in the email subject field.
- State the location where job posting was seen.
- Send resume and cover letter to 911mmexhibitionsjobs@911memorial.org.

PHYSICAL DEMANDS/WORK ENVIRONMENT

The physical demands and work environment described in this job description are representative of those that the employee will encounter and is expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to be mobile and have the ability for two-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is typically low. Employee will be required to comply with organizational Health and Safety Plan. Minimal travel may be required.

- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.
- The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.