



We're hiring!



Project manager (exhibitions and content)

Experience and Engagement

ME-06 - \$73,439 to \$90,014 per year

Temporary Full-time position (37.5 hours per week)

18 months contract

Victoria Memorial Museum, Building (VMMB), the Museum – Ottawa, ON

Your place at the Museum

We value diversity and believe we benefit from working in a place where everyone feels included and where the unique qualities and strengths inherent in a diverse workforce are combined. We welcome applications from persons who may identify as a member of one or more other equity seeking groups (for e.g. visible minorities, disabled, 2SLGBTQIA+, religious or cultural minority).

You have a place at the Museum!

About the position

Reporting to the Project Manager/Senior Content Developer, the Project Manager leads the development and delivery of high-quality exhibitions and related content products at the CMN.

The Project Manager plans, manages, and directs the work of multi-disciplinary project teams in the creation, development, production, installation, and evaluation of CMN and partnered exhibitions and related educational content products.

They perform ongoing project management, including (but not limited to) coordinating and managing documentation through all phases of work, managing budgets, tracking deadlines, leading internal and external consultations, and working groups to ensure the project remains on schedule and budget. They are the conduit of information between the exhibition team and other Museum departments and the Museum's main contact with outside partners on these projects.

Working at the museum means:

- Contributing to an engaging mission as well as exciting projects and challenges
- An inclusive, friendly and safe work environment
- A competitive salary established by collective agreements
- Access to federal public service group insurance and pension plans

Eligibility criteria

This position is open to all Employees of the Canadian Museum of Nature and any members of the public who meet the qualifications below.

**Candidates must be legally entitled to work in Canada.*

Education and training:

Completion of relevant post-secondary degree/diploma in one of the following disciplines: project management, business administration, museum studies, OR an equivalent combination of education, training and experience.



Language requirements:

English and French are essential.
Bilingual Non-Imperative: BBB/BBB

Experience:

- 2-3 years experience in exhibition project management including the creation, development, production, installation, and evaluation of museum exhibitions and related educational content products.
- 2-3 years experience in leading and directing the work of multi-disciplinary project teams, including staff and contractors.
- Experience in coordinating and managing documentation through all phases of work including managing budgets, creating tender documents, tracking deadlines, project status reports and records keeping.
- Experience managing project communication and coordination, including leading internal and external consultations and working groups.
- Experience in negotiating and managing major contracts with outside suppliers and producers.
- Experience in managing cultural assets including artifacts and specimens, AV equipment, exhibit materials, etc.

Other requirements:

- The candidate may have to work some week-ends and/or evenings.

Interested? APPLY!

The Canadian Museum of Nature is committed to inclusive and barrier-free selection processes and work environments. If you are invited to participate in the selection process, we encourage you to advise us of any accommodations you may require. This information will be treated as confidential.

The Statement of Qualifications providing greater detail about the skills, knowledge and aptitudes needed for this role can be obtained by contacting the Museum at the email address below.

All candidates must submit a cover letter and resume outlining how their experience and training meet the requirements listed above.

Send a cover letter and your resume by email to: competition@nature.ca with competition number 2090-CMN-23-OC-023, in the subject line.

Please note that only those applicants who are invited to participate further in the selection process will receive a response.



**Apply Now !
CLOSING DATE:
April 10, 2023**