



We're hiring!



Project Manager (Exhibitions & Content)

Experience and Engagement

ME-06 - \$81,038 to \$99,328 per year

Permanent Full-time position (37.5 hours per week)

Work Location: Victoria Memorial Museum Building, the museum - Ottawa, ON

Selection process number: 2090-CMN-24-OC-060

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. women, visible minorities, Indigenous peoples, persons with disabilities, 2SLGBTQIA+, religious or cultural minority).

You have a place at the Museum!

About the position

The Project Manager (Exhibitions & Content) (PM) leads the development and delivery of high-quality exhibitions and other Experience & Engagement projects for the Canadian Museum of Nature (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 including signature galleries; temporary, and travelling exhibitions; and other special projects for the purpose of implementing the Museum's mission to promote awareness, understanding and appreciation of the natural world.

They develop schedules, budgets and critical paths for exhibition projects, perform ongoing project management for several projects, including (but not limited to) delivering projects on time, on target, on budget, by coordinating and managing all phases of work, managing budgets, tracking deadlines, leading internal and external consultations, and working groups. 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 Imperative: CBC/CBC

Experience:

- 2-3 years experience in the development, production, fabrication, installation, and evaluation of museum exhibitions, including signature permanent galleries; temporary, and travelling exhibits.
- 2-3 years' experience in Exhibition project management, and related processes and practices.
- 2-3 years' experience in leading, planning, managing and directing the work of multi-disciplinary project teams, including staff and contractors.
- Experience in coordinating and managing all phases of work including budget planning and reporting, creating tender documents, tracking deadlines with detailed project schedules, 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 proactively identifying potential project risks and issues; identifying solutions, mitigation strategies and contingency plans.
- Experience in museum exhibit and construction techniques, collections and conservation requirements, as well as requirements for AV equipment and various exhibit materials, etc.

Other requirements:

The candidate may have to work some weekends and/or evenings/nights

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 accommodation 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 competition@nature.ca.

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

Send your application by filling in the [form on the Museum's Careers](#) page where you can upload your cover letter, curriculum vitae and any other required documents.

Apply Now !
CLOSING DATE:
November 24, 2024

Canada