



# FORMATIONS

EXHIBITS + GRAPHICS + TECHNOLOGY

## Senior Project Manager

### Requirements

Five or more years experience working with Museum and/or Visitor center interpretive exhibitry.

### Description

Facilitates a satisfying and profitable execution of the firm's "purpose." Monitors performance and serves as a conduit of communication that connects the various design/fabrication disciplines within the firm to the external players and client/client representatives (Architects, Engineers, Curators, etc.).

### Essential Functions

Reviews project or plan to determine time frame, funding limitations, procedures for various phases of project.

Acts as central hub of communication that connects the various design/fabrication departments to external clients, architects, engineers, contractors, A/V specialists, and outside vendors.

### Design

- Coordinates time and budget information
- Prepares project "measurable tracking" chart
- Participates in manpower planning
- Contracts with outside consultants, multimedia, writers, etc.
- Communicates with client and architect as necessary, facilitate requests as required
- Loads, reviews, and analyzes cost estimates
- Cost estimating – Specialty items/lighting/assist as needed
- Clearinghouse for architectural information
- Clearinghouse for A/V information
- Clearinghouse for computer interactive information
- Monitors manpower/budget with managers/project schedules
- Researches specialty products and vendors

**Fabrication/Installation**

- Assembles and maintains project notebook
- Communicates with client and vendors
- Coordinates with architect/contractor frequently and facilitate/expedites requests
- Visits job site as necessary
- Coordinates/monitors purchasing
- Assist with contracts for consultants/subcontractors
- Maintains interface with outside vendors
- Coordinates purchase of lights and accessories
- Arranges for site compatibility with shipment
- Arranges for local help at the installation site
- Coordinates structural/specialty outsourcing with fabrication and installation
- Assembles scope of work, schedule, contracts, and payment milestones for subcontractor (exceeding \$5000)
- Coordinates A/V production and computer software with multimedia hardware
- Conducts outside fabrication inspections
- Assists in the compiling of the operations and maintenance manual
- Monitors the general flow of the project
- Communicates with the client as required
- Communicates and motivates through updated “measurable results” postings
- Arranges for local “warranty” representative

**Warranty**

- Responds to client’s requests
- Coordinates repairs with client/Formations rep
- Monitors client satisfaction

**General Management**

- Provides updated work-in-process reports at manager meetings
- Collaborates with administration on budget allotments
- Handles special projects for design team and managers as required