

6.4 PROJECT COORDINATOR Creative Production Center



REPORTS TO:	Project Manager
SUPERVISES:	None
STATUS:	Full Time, Exempt

OMCA CORE COMMITMENT

All staff embrace and advance the OMCA mission, values, and vision, and uphold OMCA core principles in their work, public interactions, working relationships, and efforts on behalf of the Museum and the people OMCA serves. This shared commitment helps build a relevant and sustainable future for OMCA. The core principles are:

- **Open optimism**... communicating, learning, experimenting, and working in new ways while upholding mutual respect, trust, transparency, and quality in our work
- **Mission minded**... embracing collective leadership for institutional success in the visitor experience, public engagement, financial sustainability, and relevancy for the future
- **Courageous collaborations**...integrating multiple viewpoints and talents through cross-disciplinary, cross-functional, and cooperative processes within the Museum and with our public and communities
- **Adaptive accountability**...demonstrating capacity to fulfill expectations while remaining responsive to the issues of our community and the ever changing environment in which we work

ROLE OF THE CREATIVE PRODUCTION CENTER

The Creative Production Center (CPC) coordinates all production functions for OMCA, creating a central clearinghouse for exhibitions, programs, media, graphics, and visual products. CPC staff provides professional exhibition and graphic design, preparation and installation, media development and production, and coordinates with other Centers to contribute to the visitor experience and public engagement.

SUMMARY OF POSITION DUTIES AND RESPONSIBILITIES

The principal role of the Project Coordinator is to assist in the organization and management of exhibitions, professional contracts, and budget maintenance, as well as overall administration of the Creative Production Center. Project Coordinators are responsible, in conjunction with the Project Manager, for organizing and coordinating, as well as facilitating communication for, the exhibition support staff and cross-functional project-related teams.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following reflects OMCA's definition of essential functions for this position, but does not restrict the tasks that may be assigned. OMCA may assign or reassign duties and responsibilities to this position at any time due to reasonable accommodation or other reasons.

Institutional Responsibilities

- Support the Museum's mission, values, vision, and core commitment to the visitor experience, community engagement, and institutional relevancy for the future;
- Contribute to and support the OMCA strategic plan, annual priorities, and institutional initiatives such as diversity advancement;
- Exercise leadership, the highest level of integrity, and professionalism in all aspects of work on behalf of OMCA and service to the public;
- Contribute creative ideas and propose solutions to support a proactive work environment;
- Contribute to a positive organizational culture based on mutual respect, a spirit of collegiality, cooperation, and openness to many perspectives;
- Work within guidelines for the prudent management of the OMCA annual budget and finances;
- Adhere to personnel policies and practices;
- Participate in a culture of ongoing learning, collaboration, innovation, creativity, and community engagement;
- Participate on and/or lead project teams as assigned; and,
- Participate in conversations and education about museum practices, standards, and trends that contribute to a 21st century museum in service to the public.

Project Management

- Develop goals, timelines, and budgets for successful implementation of assigned projects;
- Participate in the development and production of exhibitions through ongoing planning and coordination of interdisciplinary project teams;
- Correlate the schedules of guest curators, outside vendors, and in-house staff to meet deadlines;
- Schedule meetings; create agendas and keep clearly organized notes of and action items from all team meetings; distribute all in a timely manner;
- Edit written content for accuracy and clarity, to include contracts, exhibition text, publications, etc.;
- Understand and manage the process of translation and close-captioning; and,
- Facilitate the various stages of graphic design development and the printing and mounting of signage.

Financial Accountability

- Develop and maintain detailed budgets that accurately reflect multi-year projects for all assigned projects;
- Monitor revenue and expenses on a monthly basis to ensure fiscal responsibility; and,
- Facilitate and process payments to contractors and consultants.

Communication

- Oversee interdisciplinary project teams and communicate widely across OMCA to promote creative collaborations between staff members;
- Ensure communication of schedules, deadlines, required actions, and decisions to all team members and to supervisors;
- Communicate effectively and persuasively in both oral and written form, using technology to its best advantage; and,
- Support and advance a collaborative, flexible work process that is based on mutual respect, a spirit of collegiality, and the synthesis of multiple perspectives.

QUALIFICATIONS

Knowledge of:

- Current trends in contemporary art and museum practice as they relate to project management;
- Basic level computer skills, to include: MS Office—Word, Excel, PowerPoint;
- Adobe Creative Suite, FileMaker, and other online, inter-relational calendar and scheduling software;
- English, fluent in both spoken and written form; and,
- A secondary language, such as Spanish or Chinese, is desired.

Ability to:

- Communicate with diverse staff at all levels of OMCA's organization and with clients who hold upper level positions within their respective organizations;
- Manage and direct the work of cross-disciplinary teams to successfully develop exhibitions as well be comfortable with presentations to large groups of staff and community members; and,
- Operate a motor vehicle in the performance of assigned duties.

EDUCATION AND EXPERIENCE

A combination of experience and education that demonstrates possession of the necessary knowledge and abilities for this position is required as noted:

- Three years of progressively responsible experience in project management or administrative work, including one year in a lead capacity;
- Experience developing exhibitions and familiarity with the responsibilities of curators, designers, preparators, registrars, and other exhibit-driven positions is highly desired; and,
- Bachelor's degree from an accredited college or university in public administration, business administration, museum management, or related field.

PHYSICAL & MENTAL REQUIREMENTS

While performing the duties of this position, the employee is frequently required to do the following:

- Stand, sit, and walk for extended periods of time;
- Crouch, bend, and reach;
- Lift objects weighing up to 50 lbs;
- Prioritize and coordinate multiple tasks simultaneously;
- Collect, interpret, and/or analyze complex data and information;
- Utilize visual acuity to operate equipment, read technical information, and/or use a keyboard;
- Utilize hand and finger dexterity;
- Drive an automobile, cargo van, and/or mid-size truck; and,

- Submit to fingerprinting and clear a criminal history records check, for security purposes.

WORK ENVIRONMENT

While performing the duties of this position, the employee is frequently exposed to the following:

- Outdoor weather conditions – hot and cold seasonal conditions;
- Noise, such as groups of people working in enclosed areas;
- Dust and odors;
- Typical office environment; and,
- Public environments such as airports and corporate business lobbies.

LICENSE OR CERTIFICATE

To perform the duties of this position, the employee is required to possess the following:

- Valid California driver's license; and,
- United States passport.