

CFM Project Manager job ad

7-12-2024

Project Manager, Center for the Future of Museums

Are you passionate about the future of museums and looking for an opportunity to make a significant impact in the museum community? Join the American Alliance of Museums (the Alliance) as a Project Manager for the Center for the Future of Museums (CFM)!

About Us: The American Alliance of Museums is the only organization representing the entire museum field, from art and history museums to science centers and zoos. The Center for the Future of Museums is dedicated to helping museums shape a better tomorrow. We explore emerging trends and support museums in thriving amidst constant change. As a part of AAM, you will collaborate with a dynamic team committed to innovation and excellence in the museum field.

Role Overview: Key responsibilities include providing logistical support for the Center for the Future of Museums by creating project management processes that track timelines and budgets, fostering relationships with outside groups, managing CFM communications, research, and resources, and supervising any project contractors, volunteers, or interns. The Project Manager will aid in developing and producing reports, such as the annual *TrendsWatch* report, and handle correspondence with sources, including securing image permissions. Coordination of guest posts for the CFM blog, managing contracts, preparing financial reports, and supporting working groups or committees are also integral parts of the role. Additionally, the position involves managing CFM communications and fostering a community of museum professionals interested in foresight. This is a hybrid position with a combination of in-office and at-home work. The salary for this position is mid-to-upper \$60,000s.

Qualifications: Minimum of three years of project management experience, preferably in a nonprofit environment, with exceptional project management and administrative skills. The role demands a self-starter with strong organizational abilities, attention to detail, and the flexibility to handle diverse projects in a dynamic setting. Excellent writing and editing skills, strong computer proficiency, and a demonstrated commitment to museums through professional or volunteer activities are essential.

Join Us:

If you are curious, self-motivated, and detail-oriented, with a strong interest in museums and project management, we invite you to apply for this exciting opportunity. Help us shape the future of museums and make a lasting impact on the field.

How to apply:

Please follow the directions below when submitting your application materials.

- Submit a cover letter and resume to: hr@aam-us.org, using "Project Manager -CFM" in the subject line.
- As part of your cover letter, please address:
 - Why you are interested in this position?
 - How Does this position meet your goals and work plans?
 - A brief summary of your experience in managing a specific project.

Limit your cover letter to no more than two pages.

Submissions will be reviewed by our hiring team, and candidates who are selected for further screening will be contacted by email. Due to the large number of applications AAM receives, we can only contact those candidates selected for further screening.

Don't meet every single requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. AAM values a diverse and inclusive workplace, so if you are excited about this role but your experience doesn't align perfectly with all of the qualifications, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

About the Alliance: The American Alliance of Museums, a 501(c)(3) non-profit organization, is a trusted leader, partner, and advocate for museums, representing art, history, and science museums, as well as aquariums, zoos, and botanical gardens. With a budget of \$10M and staff of 40, the Alliance provides leadership, advocacy, and service to its membership and the museum field. Headquartered in Arlington, VA, the Alliance is an equal opportunity employer and values a diverse workplace. For more information, please visit www.aam-us.org