

**Project Manager  
Alutiiq Museum Job Description**

<b>CLASSIFICATION</b>	Full-Time Permanent, hourly
<b>COMPENSATION</b>	\$20-\$25/hr., DOE, with benefits
<b>REPORTS TO</b>	Director of Operations
<b>SUPERVISES</b>	Project Specialist, volunteers and contractors (as assigned)

**SUMMARY OF RESPONSIBILITIES**

The Project Manager (PM) works under direction of the Museum's Director of Operations (DOO) and supervises the Project Specialist. The PM is responsible for successful coordination and completion of select grants, sponsored projects, and contracts. The position manages Alutiiq language and Alutiiq cultural projects, including the coordination of events, programs, workshops, publications, and educational materials. The PM supports the mission of the Alutiiq Heritage Foundation, serves on the *Qik'rtarmiut Alutiit* Regional Advisory Committee and the Cultural Arts Committee, and oversees the museum's volunteer program.

**ESSENTIAL POSITION FUNCTIONS**

- Coordinates select grant project activities in collaboration with museum staff, contractors, and partners.
- Adheres to project budgets, and reports relevant information to the DOO and Executive Director for Board and grant reports.
- Organizes and assists with the development of select cultural projects as outlined in grant proposals, in collaboration with other museum staff. This includes, but is not limited to, events, participant recruitment, educational outreach, and publications.
- Oversees the museum's volunteer program, recruiting, scheduling, supervising, and evaluating volunteers to fulfill the needs of museum operations and programs. This position works with museum staff to update and maintain a volunteer roster and volunteer support materials (handbook, training materials), and to accurately track volunteers' hours and contributions.
- Develops and maintains positive collaborative relationships with individuals and organizations partnering with the Museum on projects.
- Develops project completion timelines for self and Project Specialist, and troubleshoots variances with the DOO and ED.
- Runs and analyzes grant financial reports & coordinates use of project funds while adhering to the Museum's financial policies. Regularly participates in staff and project meetings as required, and participates in professional development.
- Performs other duties as assigned by the Executive Director or Director of Operations.

**QUALIFICATIONS**

Bachelor's degree and at least two years of experience managing grant projects. This position requires a strong interest in preserving Alutiiq culture and heritage. Intermediate Alutiiq speaking ability a plus, but not required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Demonstrated experience with and knowledge of Native Alaskan culture and history and an ability to share Alutiiq traditions.
- Able to foster strong positive relationships throughout the community, including businesses, service agencies, and all educational and tribal organizations.

- Experience supervising staff and the ability to interact successfully with staff, visitors, volunteers, community organizations, and the professional museum and research community. Must be able to resolve conflicts in a constructive, effective manner.
- Display an obligation and commitment to the mission and goals of the AHF and museum.
- Adhere to museum ethics, policies, and appropriate standards of conduct, including confidentiality, integrity, and honesty; follow directives; work cooperatively with others; adapt positively to a changing work environment; and participate in proactive problem solving.
- Learn, implement, and adhere to professional standards of museum practice to maintain the museum's national accreditation.
- Must have pleasant, courteous, and professional attitude and presence.
- Must be able to work with limited supervision, to advance projects independently, and conclude them on a timely basis.
- Must be able to work a flexible schedule that includes weekends, holidays, and evenings as needed. Must be willing to lead tours and other programs as necessary, and to travel to remote locations to coordinate museum education projects.
- Must have a valid driver's license and proof of vehicle insurance.

#### **PHYSICAL DEMANDS**

Must be able to lift, push, pull or physically maneuver a minimum of 50 pounds on a frequent and regular basis.

#### **ACKNOWLEDGEMENT**

This job description is not an exhaustive list of Projects Manager's duties. The Executive Director reserves the right to alter job duties or responsibilities at any time as needed. The annual performance evaluation will assess performance of stated duties as described. This job description does not constitute a written or implied contract of employment.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_