

**JOB POSTING**

**Position:**

**Senior Project Manager**

**Workplace:**

Milano, Largo Isarco, 2

**Branch**

General Manager

**JOB PURPOSE**

The Senior Project Manager will manage large and complex exhibitions at the museum premises, ensuring projects are successfully delivered according to museum standards, time schedule and within budget and working closely with a wide range of internal and external stakeholders.

**Responsibilities**

- *Overseeing the whole exhibition project from start to finish, coordinating the staff involved.*
- *Acting as a bridge between all departments involved in the exhibitions.*
- *Working closely with internal stakeholders for the building, approval, and oversight of exhibition budgets; tracking of expenses; and re-forecasting of expense projections.*
- *Establishing project-specific timelines and monitoring progress, ensuring abidance to museum goals and best practices.*
- *Initiating, organizing, and leading project stakeholder meetings; developing agendas, recording meeting notes, and distributing meeting results.*
- *Independently working to identify challenges within project execution and providing creative options to convey agreed-upon solutions.*
- *Assisting in negotiation with external parties including, but not limited to: term sheets, artist and exhibition contracts.*
- *Creating, updating, and maintaining the Exhibition Planning Schedule.*
- *Performing other duties specific to cultural projects.*

**Requirements**

- *3+ years of experience in project management in the cultural*
- *Experience in contract negotiation and financial management are essential*
- *Interest in art&culture*
- *Leadership and team management*
- *Ability to motivate and persuade people*
- *Confidence, enthusiasm, and positivity*
- *Mature and assertive personality*
- *Organization and detail-oriented skill*
- *Constant attention to performance*
- *Problem solving skill*
- *Highly proactive and independent attitude*
- *Fluent in English*