



Title: Project Manager
Classification: Independent Contractor
Rate: \$75,000 - \$100,000 annually DOE
Duration: 3-5 years
Reports To: Executive Director

Organization/ Project Background:

The Santa Cruz Museum of Natural History is a 501(c)(3) nonprofit that has served Santa Cruz since 1905, connecting people with nature and science to inspire stewardship of the natural world. The Museum has resided in the historic Seabright Library building in Tyrrell Park since 1954, owned by the City of Santa Cruz. The Museum's building functions as an exhibit hall, classroom, retail space, event venue, office, workshop, and collections storage. Over 35,000 visitors, students, volunteers, and researchers walk through the Museum's doors annually. The Museum is embarking on a 3-5 year project to renovate and expand the Museum's building to meet current and future needs. Preliminary project plans have been developed by an exceptional team of architects and engineers, and the zoning permit process is underway.

Position Summary:

The Santa Cruz Museum of Natural History seeks an experienced Project Manager to coordinate activities pertaining to moving, interim operations, and representing the Museum to external partners and the building contractor. This role will coordinate between existing contractors, external consultants, public agencies, and other supporting partners to track decisions, permits, budgets, and schedules while researching, vetting, and onboarding a cadre of planning, design, and construction professionals. This position will not duplicate the duties of the design/build construction contractor; however, the position will serve as client liaison to the contractor. Working with the staff and Board of Directors, the Project Manager will coordinate the transition into and out of interim Museum operations, including relocation and setup of temporary space(s) for various functions (e.g., office, retail, program, and storage spaces) with a high degree of coordination between processes and deadlines pertaining to construction timing and exhibit fabrication and installation. The ideal Project Manager would have experience working with local public agencies and the community, including the City of Santa Cruz.

Specific Responsibilities:

PROJECT MANAGEMENT and COORDINATION (70% of responsibilities)

- Manage a Request for Proposals (RFP) and contractor selection process for a construction design/build firm
- Act as "Client Representative" to work with the design/build firm and other contractors, overseeing design, planning, and construction schedules and dissemination of milestones, guiding course correction where necessary
- Coordinate and perform project management, administrative, and technical duties necessary to achieve project objectives
- Support design direction (internal and external) and oversight, including arranging

presentations to key stakeholders

- Monitor the project workflow and be the trusted representative on site, keep abreast of daily activities
- Collaborate with numerous stakeholders across the organization to ensure a high level of communication and coordination regarding updates for workspace, construction schedules, interruptions to programming, etc.
- Coordinate with consultants and public agencies on zoning and permitting issues
- Track permits with relevant City, County, and State departments and agencies, as well as support implementation of permitting requirements and conditions
- Track contract compliance and adherence to established budgets

INTERIM OPERATIONS and RELOCATION COORDINATION (20% of responsibilities)

- Collaborate with staff, the project committee, and external partners (including the City of Santa Cruz) to identify interim locations
- Coordinate and support the negotiation of leases and contracts for interim locations
- Conduct selection and supervision of contractors needed to support moving
- Coordinate the packing and relocation of Museum operations to/from interim locations, including collaboration with staff and contractors
- Collaborate with staff to establish operational procedures in new locations

OPERATIONAL SUPPORT (10% of responsibilities)

- Implement and maintain a project management tool and collaborate with staff to establish and manage systems with a high degree of visibility and coordination across projects
- Facilitate organizational awareness of project progress and impacts

Essential Requirements:

- Familiarity with project management tools (Asana preferred) and methodologies
- Three (3) years of experience serving as a Client Representative or Project Manager for an architecture, construction firm, or agency capital projects department (a relevant advanced degree may substitute for some years of experience)
- Highly effective communication and coordination with key stakeholders
- Strong team player, down-to-earth, diplomatic, and engaging
- Strong organizational skills and attention to detail
- Confidently navigates ambiguity, uncertainty, evolving needs, and opportunities.
- Takes ownership of projects and responsibilities, making informed decisions or recommendations to key stakeholders and decision-makers
- Seeks out, welcomes, contributes to, and integrates feedback
- Familiar with the complexity of property development processes and permitting
- Knows principles and practices of budget preparation and control, and contract administration
- Reads and understands blueprints
- Maintains accurate records and documents actions taken

- Fosters collaborative teamwork and enjoys working with others
- Can enthusiastically commit to championing and seeing through long-term capital projects.
- Understanding of and commitment to the values, history, and mission of the Museum
- Effectively utilize Microsoft Office Suite, Google Workspace, web-based software, fund development database applications (experience with Blackbaud/Altru helpful), social media, and willingness to learn new systems
- Access to a personal vehicle and a valid CA driver's license, or other means to travel throughout the region
- Pass a background check

Desired Qualifications:

- Experience in capital project management within Santa Cruz, especially on public projects
- Interest in coaching/ mentoring colleagues with an interest in project management
- Degree in Architecture, Project Management, Construction Management, Business Administration, or related field, or equivalent related work experience
- Experience and/or awareness of acquiring permits as well as navigating entitlements and neighbor relations, particularly within California

Work Environment:

- General office environment with occasional work throughout the Museum's facilities (galleries, conference rooms, and exhibit halls), outdoors, and at the construction site
- Hybrid/ remote work when job functions do not necessitate in-person
- Significant computer and telephone work (repetitive movement – typing)
- Frequent sitting, standing, walking, bending, climbing stairs, with occasional lifting of light loads (20lbs)

Compensation:

Annual contract \$75,000 - \$100,000 DOE

The incumbent must be able to fulfil each requirement of the position as outlined in the job description. **Essential Requirements** are representative and are essential for satisfactory performance. The **Work Environment** characteristics are representative of those that may be encountered while on the job. The Museum will make reasonable accommodations to enable individuals with disabilities to perform the essential functions of the position. Please note: this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job.

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. The Museum 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 responsibilities, we encourage you to apply anyway. You may be just the right candidate for this or other opportunities.

To Apply:

Interested candidates can apply by submitting a cover letter along with a detailed resume to: employment@santacruzmuseum.org with the subject line: **Project Manager**

Please direct questions relating to this position to Lucy Logsdon
employment@santacruzmuseum.org.