

Five Colleges, Incorporated (FCI)  
Position Announcement

Job Title:

Project Manager for the Five College Collections Management Commons

General Statement of Duties:

Five Colleges, Incorporated seeks a Project Manager (PM) for our new [Collections Management Commons](#) planning project. This project is funded by a grant from the Mellon Foundation, with the goal of assessing the systems, procedures, and organizational cultures in order to lay the foundation for the next generation collections management system for the museums of our member institutions (Amherst, Hampshire, Mount Holyoke, and Smith Colleges and the University of Massachusetts Amherst) and our partner museum at Historic Deerfield. This ambitious multi-faceted project will provide the groundwork for broader integration and discoverability of collections among the members of the existing consortium and additional museums, libraries, and archives in the region. Under the direction of the Project Leaders, the PM will be responsible for overall direction of the project to achieve a thorough review of the current state of collections database implementation and a plan for the future, assuring improved possibilities for collaboration among members and regional partners. The Project Manager reports to the FCI Director of Development and Sponsored Programs and is also expected to work in close collaboration and consultation with the Director and Chief Curator of the Smith College Museum of Art and the Director of the Mount Holyoke College Art Museum.

Importance of Diversity to our Educational Mission:

Five Colleges, Incorporated and its five associated institutions (Amherst, Hampshire, Mount Holyoke and Smith Colleges and the University of Massachusetts Amherst) are committed to supporting and sustaining a diversity of people, backgrounds, experiences, ideas and points of view for the essential contribution this diversity makes to educational missions of our organizations. In support of this commitment Five Colleges requires all of its employees to work cooperatively and effectively with the diversity of people at the colleges (students, faculty members, other employees) and within the organization itself.

Specific Duties:

The work of the PM will be guided by the Project Leaders and will include consultation and collaboration with diverse stakeholders, including collections management staff, users, library, archives, and IT personnel.

Responsibilities include:

- Project scoping.
- Analysis of the current collections management system implementation and the state of collections data within each project participant's collection.
- Assessment of staff and user needs.
- Development of specifications for a new system.
- Development of new standards and selection of vocabularies for collections data.
- Mapping of process and workflow within and across multiple museums and systems.
- Management of budget.
- Oversight of project data collection.

- Management of team communications and reporting.
- Organization, logistics, and facilitation for events as defined in the project.
- Assessment and evaluation of project progress.
- Assistance with governance policy development.
- Current grant reporting and development of future grant proposals, RFI/RFP/RFQ for consultants, and software vendors.
- Participation in hiring and responsibility for supervising two employees (a full-time data specialist, and part-time administrative assistant) and several student workers.
- Other related duties as assigned.

Qualifications:

- Minimum 5 years of experience in successful project management, including excellence in project scoping, managing resources, coordinating multiple tasks.
- Experience with collections management and general principles of data systems development.
- Understanding of Design Thinking (DT) and/or User Centered Design (UCD) framework and methodologies.
- Understanding of intellectual property issues related to cultural collections.
- Basic understanding of digital technology as used in museums, libraries, and archives.
- Awareness of data standards, controlled vocabularies, and best practices for data preservation.
- Excellent verbal and written communication skills.
- Demonstrated ability to manage collaborative relationships.
- Ability to work with a diverse group of people, with differing levels of technological abilities, at varying levels in the organization, with different areas of expertise, and different working styles.
- Familiarity with typical workplace productivity such as Microsoft Office and project management software.
- The physical and mental expectations of the position include:
  - Ability to comprehend written and verbal communication.
  - Ability to read computer screens and printed materials.
  - Ability to communicate effectively in person, by telephone, and via email.

Job Details:

The Project Manager position is offered by Five Colleges, Incorporated with funding from the Mellon Foundation. This full-time, year-round, exempt position offers full FCI benefits. The term for this position is limited; the successful candidate is expected to fill the role January 2020 through December 2021.

This position is supervised by the FCI Director of Development and Sponsored Programs.

Application Instructions:

Interested candidates should apply via Smith College's [employment site](#), and be sure to upload two documents: (1) a current CV/resume and (2) a cover letter. **The deadline has been extended to December 2, 2019.**