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<b>Job Title</b>	Project Manager
<b>PVN ID</b>	BA-2505-006845
<b>Category</b>	Managerial and Professional
<b>Location</b>	BARUCH COLLEGE
<b>Department</b>	History
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$85,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Jul 09, 2025 (Or Until Filled)

## General Description

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The Project Manager will provide high-level administrative and logistical support to the co-directors of an ambitious, multi-year public history initiative that includes a national conference in September 2025, an ongoing oral history and archival collection effort, and the launch of five coordinated outdoor exhibitions in July 2026 across New York, Los Angeles, Chicago, Houston, and Washington, D.C.

The Project Manager will play a central role in coordinating the many moving parts of this project with precision, efficiency, and clear communication.

This position offers a unique opportunity to contribute to a historic, public-facing initiative.

## Other Duties

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- Developing and maintaining standard operating procedures to streamline project implementation.
- Closely monitoring project budgets and expenditures; preparing financial reports and projections.
- Navigating CUNY's Research Foundation grants management systems to request and track disbursement of funds.
- Managing calendars, tracking project timelines, and ensuring that all internal and external deadlines are met.
- Scheduling meetings, preparing agendas and notes, and following up on action items.
- Coordinating complex travel arrangements for dozens of conference participants, oral historians, and guest contributors.
- Organizing in-person and virtual events in collaboration with co-leads and institutional partners.
- Drafting correspondence, progress reports, and other written materials with clarity and professionalism.
- Handling confidential information with discretion and integrity.
- Serving as a liaison between the co-directors and a wide network of collaborators, including curators, designers, archivists, oral historians, community organizers, and photographers.

- Supporting local site teams with planning and implementation logistics as needed.
- Other duties as assigned.

## Qualifications

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- Bachelors Degree
- 5 years + of organizing and/or project management experience, especially within academic or cultural institutions
- Exceptional organizational, time management, and multitasking skills
- Excellent written and verbal communication abilities
- Familiarity with budgeting and financial oversight
- Proactive, detail-oriented, and resourceful, with a collaborative spirit and the ability to follow through and work independently in a fast-paced, deadline-driven environment