

## SENIOR DIGITAL PROJECT MANAGER, BMW GUGGENHEIM LAB FOR WORLD-RENOWNED FOUNDATION AND MUSEUM

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The Solomon R. Guggenheim Foundation (SRGF) is seeking a Senior Digital Project Manager, BMW Guggenheim Lab (BGL) who will be responsible for leading all digital production for the BGL project, including video, websites, blogs, audio, touch-screen, mobile, and application development. Additionally, this position is responsible for synthesizing multiple viewpoints to lead definition of website content strategy. The Senior Digital Project Manager will be responsible for managing schedules, tasks, deliverables, and reviews for multiple parties internal to and external to the Guggenheim, and ensuring that projects remain on track to meet strategic objectives and metrics. The candidate must have exceptional project management and communications skills, and comprehensive knowledge of the creation of cutting edge digital products. The Senior Digital Project Manager, BMW Guggenheim Lab, reports to the Associate Director, Website. The position will work in close partnership with the Associate Director of Communications, BMW Guggenheim Lab and with Curatorial and Programming staff. As a key member of the BGL team, this position will also collaborate with a number of senior Guggenheim staff including but not limited to the Deputy Director and Chief of Global Communications, the Director of Publications and Website, and the Managing Director of Exhibition Management.

Founded in 1937, the Solomon R. Guggenheim Foundation is dedicated to promoting the understanding and appreciation of art, architecture, and other manifestations of visual culture, primarily of the modern and contemporary periods. The Guggenheim realizes this mission through exceptional exhibitions, education programs, research initiatives, and publications. The Guggenheim strives to engage and educate an increasingly diverse international audience through its unique network of museums and partnerships. With nearly three million annual visitors worldwide, the Guggenheim and its network is one of the most visited cultural institutions in the world.

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### **Supervisory Responsibilities:**

Indirect management of all project team members.

### **Key Responsibilities:**

- Serve as main liaison for all digital production matters on designated BGL projects with internal museum stakeholders, external partner stakeholders, and digital project team members (designers, developers, and content editors). Help shape strategic requirements to

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ensure products align with project and institutional goals, manage expectations and communicate proactively.

- Collaborate with core Website department staff to ensure consistency of standards and processes as well as utilize special projects to benefit core operations whenever possible.
- Collaboratively integrate marketing and communications strategy into digital media deliverables and work closely with the Associate Communications Director, BGL and others to ensure coordinated launch dates and content rollouts across website, social media, and other distribution channels, to continually enhance user-facing interfaces, and otherwise support project communications goals.
- Create strategic project briefs, schedules, milestones, and tasks and manage projects to meet these plans on a daily basis. Lead definition of website content strategy and manage content deliverables from ideation through release with multiple internal and external parties, overseeing copyright permission and clearance of photos, videos, texts, and other media.
- Manage scope of work to ensure successful execution on business and creative requirements while remaining within project budget and delivering on time.
- Report regularly to Associate Director, Website on progress, identify any project delays, and proactively recommend solutions for existing or potential problems.
- Lead discussions and meetings with BMW, SRGF colleagues, or outside vendors as required for all BGL Website related planning and implementation.
- Determine external vendor needs, draft RFPs, contracts, and oversee all aspects of vendor execution.
- Supervise and train staff responsible for executing projects, including in-house and freelance as needed.
- Monitor and document Website digital initiatives including analysis, tracking and/or evaluation tools and reports. Provide website analytics data and key milestones to the Associate Director, Communications, BGL, for integration into comprehensive reports.
- Recommend and implement processes to enhance project efficiency and productivity, around workflow, technologies, staffing, and budgeting.
- Collaborate on reciprocal needs for digital signage and other elements at the physical Lab.

## **Qualifications and Requirements:**

- 8+ years work experience in related field; candidates with experience in museums, art galleries, performing arts, cultural organizations, and digital agencies are especially encouraged to apply

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- Proven track record of managing digital projects including video, websites, blogs, mobile and application development with large groups of distributed stakeholders and project team members
- Strong knowledge of all phases of web development from concept to information architecture to design, development, and QA.
- Proven experience managing video production processes and a strong understanding of encoding standards for web
- Strong administration, organization, and management skills and ability to interface with widely varied stakeholders including executive level
- A collaborative and diplomatic team player with strong problem-solving and interpersonal skills.
- Proven ability to work on several projects simultaneously and under tight schedules.
- Excellent verbal and written communication skills, with superb attention to detail
- Ability to work independently
- Working knowledge of HTML, CSS, JavaScript, and Video formats, within a CMS environment; understanding of cross-browser issues and social media platform integration.
- Strong computer skills: including Project Management Software (basecamp, Microsoft Project, etc.); Microsoft Office; basic HTML, Joomla! a plus.
- BA or BS degree
- Interest in and knowledge of art, architecture, and design preferred

The Guggenheim offers a competitive salary and excellent medical, dental, life, disability, and retirement plan coverage. Our staff also enjoys generous vacation, sick leave and personal days, access to a variety of cultural institutions, discounts to museum stores, and a stimulating and collegial work environment.

Qualified applicants please send your resume and cover letter, including salary expectations, to [employment@guggenheim.org](mailto:employment@guggenheim.org). Indicate the job title “Senior Digital Project Manager, BMW Guggenheim Lab” in the subject line. Only those applicants who meet our requirements for this position will be contacted.

The Solomon R. Guggenheim Foundation is an equal opportunity employer.