

we are hiring a

Project Manager (m/f/d)

in a full-time position, temporary for the duration of three years.

Documentation Center and Museum on Migration in Germany (DOMiD)

Our association was founded by migrants in 1990 and holds the biggest collections of objects in Germany, documenting the diverse history of migration in Germany. In addition, we research and publish on different subjects and curate and design exhibitions. From the very beginning, DOMiD advocated for a culture of memory within migration society and continues to present the history of migration in and to Germany to a wider public. Apart from our museum and archival work, we also organize events, conferences, and lectures. Our goal is to convey migration as a norm, to create a common and transcultural identity.

The project: "Haus der Einwanderungsgesellschaft"

Currently and in the coming years, DOMiD will build a nationwide migration museum in Cologne ("Haus der Einwanderungsgesellschaft") with support from the federal government, the state of North Rhine-Westphalia and the city of Cologne. A former industrial hall in Cologne-Kalk, with an area of approximately 8,500 square meters, offers ample space for an innovative museum concept. This project underscores how migration has been inscribed into German history and continues to shape our society today. As a cultural and educational center, the future museum will also offer space for debate and conversation, for example, on questions of identity and participation.

Diversity matters. Every story counts. Our museum is committed to the portrayal of a diverse society. We strive to be a team that represents this diversity by regarding difference as a necessity for innovation. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, so-called disability, or age. We explicitly welcome applications from people with a personal or family connection to migration and from BIPOC. Unfortunately, our current facilities are limited in their capacity to accommodate wheelchairs and electronic visual aids. Please feel free to inquire if you have any questions.

Your Tasks

You will assume central responsibility for the complete administrative and organizational execution of a cultural construction project. Your focus is primarily on project planning, project coordination and project management.

This position is part of the project leadership team. You will proactively act in a mediator function, facilitating workflow and communication between internal and external stakeholders. You will develop project plans and identify important project stages and goals, identify tasks and responsibilities along the way. You are able to allocate resources, such as

funds, time and staff in an effective and economical manner. As project manager you ensure that all decisions relating to the development of the project are made by respective stakeholders in a timely manner. You can effectively steer organization and communication to ensure that both internal and external processes remain congruent to each other.

Your core responsibilities are:

- ensuring the successful execution of all organizational and administrative aspects of the entire project
- the development, maintenance and controlling of all project plans (working with the project leader, finance leader, HR, scientific/curating-team and all external construction stakeholders)
- identifying and delegating tasks to team members and ensuring that results are produced in an effective, timely manner
- coordinating internal and external workflows and maintaining communication with all team members, project stakeholders and funding partners
- preparation and accompaniment of all external procurement procedures and competitions
- putting in applications in a professional, correct, and timely manner
- quality Control, reporting, documentation
- coordinating and preparing numerous internal and external meetings, protocol tasks
- other relevant administrative and organisational tasks

What you bring to the table:

As a project manager, you can clearly identify and communicate the qualitative and quantitative goals of the project and design ways to achieve these goals. You have no difficulties in meeting the set goals in a timely manner and use your organizational skills to do so. You are able to deal with challenges and unexpected hurdles in a professional and compassionate manner. In doing so, you motivate your colleagues to work together.

As a mediator between the project management team and all other people involved, you use your communication skills in a positive, solution-oriented manner to motivate, delegate, and explain. You have no difficulty managing the outcome, ensure a high level of quality and relaying all needed information via multiple channels to all staff members involved.

- a completed university degree (Master, Diplom, Magister) in the fields of business administration, project management, architecture, engineering and at least three years of relevant practical experience in steering and coordinating comparable projects, and/or
- a completed university degree (Master, Diplom, Magister) in the field of humanities, cultural studies, etc. and at least three years of relevant practical experience in steering and coordinating comparable projects, and/or
- a comparable qualification (Master, Diplom, Magister) and three years of practical experience of steering and coordinating projects of a comparable nature and complexity

- practical knowledge of procurement procedures and competitions
- cost-effective way of thinking and leading, experience in handling public funding
- team-worker, self-starter, people-oriented leader and the ability to deliver great results on a deadline
- organizational skills
- clear and effective yet human-oriented leadership and communication skills
- negotiation skills in the spoken and written German language

What we offer

- a creative and responsible role in an exciting construction project with a European-wide cultural and social impact
- a collegial and interdisciplinary working environment in a team that dedicates itself with heart and mind to society tasks
- the possibility of mobile work (not remote, place of work is in Cologne)
- fair compensation based on TV-L E13 (depending on qualifications and personal requirements)

Contact

If the words migration and museum inspire you and your profile meets the above criteria, send your application (cover letter, resume and attachments) in one coherent PDF file with the subject "Project Management" to: bewerbung@domid.org

Application deadline: 8th May, 2023

Interviews 15th-25th May, 2023

Timothy Tasch | Personnel and organizational development | 0221 - 800 28 30

We are looking forward to your application!

www.domid.org



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