



Exhibit Manager

On behalf of our Client,
The Bermuda Underwater Exploration Institute (BUEI),
we invite applications for the newly created position of
Exhibit Manager!

This is an amazing opportunity to join a world recognized, not-for-profit organisation which focuses on understanding, appreciating and conserving the ocean. Based in Bermuda, BUEI offer the public glimpses of wonders beneath the oceans' surface to help foster a greater appreciation and understanding of the world's ocean.

Reporting to the Chief Executive Officer, the successful candidate will lead, develop, plan and manage new exhibit & experiences offerings while maintaining existing exhibits at a 95% uptime.

Duties and key responsibilities:

Leadership

- Provides visionary leadership and thinks strategically about the Vision and Mission of BUEI
- Establishes goals with team members and operationalizes goals to deliver the required outcomes
- Reports project progress for Experiences Committee and Leadership Team
- Evaluates and implements industry best practices

Day to Day

- Develops project charters, project planning, project execution, performance & control and, project close
- Develops annual budget and timelines for projects
- Supervises contracts, contractors and controls budget for both new and existing exhibits
- Communicates regularly with staff and CEO on project progress and changes / challenges with exhibits
- Coordinates with the Facilities Manager on exhibit repair and maintenance
- Oversees safety of staff and visitors in the exhibit's halls
- Reviews vendor service contracts
- Works closely with the Event Management team to ensure events are delivered at a high standard
- Develop Standard Operating Procedures to support exhibits and events

The successful candidate will ideally have:

- A Bachelors' degree coupled with 5-years' successful experience gained in a similar role
- Excellent working knowledge of Microsoft Word, Excel, PowerPoint and Project Management applications
- Strong communication, interpersonal and organizational skills
- Project Management Certification (PMP) preferred

To apply please contact: **Steph Brown**
Tel: **400 6002** Email: **steph@acumengroup.com**
Closing date: **Monday, 20th January 2020**

