

Technical Project Manager, Website and Database (Part  
Time/Contract, 0522U) - 72566  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=244214>

Downloaded On: Sep. 13, 2024 2:20pm

Posted Sep. 3, 2024, set to expire Dec. 30, 2024

<b>Job Title</b>	Technical Project Manager, Website and Database (Part Time/Contract, 0522U) - 72566
<b>Department</b>	Berkeley Art Museum and Pacific Film Archive
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 3, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Information Technology
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

## Departmental Overview

Berkeley Art Museum and Pacific Film Archive (BAMPFA) ignites cultural change for a more inclusive and artistic world. BAMPFA has been uniquely dedicated to art and film since 1970, with international programming that is locally connected and globally relevant. It holds more than 25,000 artworks and 18,000 films and videos in its collection, with particular strengths in modern and contemporary art and historical Chinese painting, as well as the world's largest collection of African American quilts. As part of the University of California, Berkeley, BAMPFA is committed to artistic diversity through its robust slate of art exhibitions, film screenings, artist talks, live performances, and educational programs that shed new light on the art of the past and connect our audiences with leading filmmakers and artists of our time. BAMPFA sits on the edge of campus and downtown Berkeley, where it welcomes visitors from across and beyond the Bay Area in a repurposed building designed by Diller Scofidio + Renfro.

## Position Summary

Working closely with a core project team, external vendors, and key stakeholders across the institution,

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the Technical Project Manager will be responsible for managing the complete redesign of the bampfa.org website and the concurrent development of a Content Management System (CMS) for all BAMPFA exhibitions, programs, and events. BAMPFA is in the process of gathering data about internal and external needs, conducting vendor and market research, and drafting an RFP. The Technical Project Manager will take over this process and ensure a smooth transition to a new website and new museum-wide CMS. This position reports to the Director of Administration & Strategic Initiatives.

### **Custom Scope**

Manages the end-to-end redesign and rebuild of the bampfa.org website representing institutional programming from the early 70s to the present. This position will be working directly with an outsourced web developer. This rebuild may include the transition from Drupal to a new platform such as Wordpress. This position manages the implementation of a content management system in tandem with the website rebuild that houses BAMPFA's upcoming and historical events, programs, and exhibitions. The Technical Project Manager will be responsible for setting and managing deadlines, communicating with both internal and external stakeholders, tracking budgets, and offering technical consultation for all stages of this project, from RFP development to final deployment, training and documentation.

### **Application Review Date**

The First Review Date for this job is: 09/13/2024.

### **Responsibilities**

- Ultimately responsible for keeping the relaunch of bampfa.org organized, guiding team members as they work, and updating project information regularly.
- Sets key milestones, deadlines, and identifies relevant stakeholders for all stages of the project. Communicates expectations to stakeholders and vendor.
- Acts as project lead and primary point of contact for all internal stakeholders and outside contractors during all stages of the project.
- Through consultation with subject matter experts and based on personal expertise, offers input on technological approach, vendor selection, potential technological pitfalls or efficiencies.
- Develops detailed project plans for the website and CMS deployment. This includes wireframing, sitemaps & scope of work, and integration between the two systems.
- Scoping out and guiding the implementation of a Content Management System that works in tandem with our website platform.

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- Manages the RFP process, including contact with potential vendors and guiding them through the application process. Setting meetings with internal stakeholders to review RFP applicants, choosing a vendor, and guiding them through the Vendoring process, including vendoring forms, a completed a Statement of Work, estimate, and insurance requirements.
- Monitors budget and resources. Works with vendors on creating realistic estimates and ensures project is staying on budget, or alerting Directors in advance if project is at risk of going over budget.
- Manages feedback and input processes to effectively meet the strategic initiative project goals.
- Maintains all research and meeting notes, as well as documentation that pertains to all stages of the project.

### Required Qualifications

- 5 years minimum experience managing complex technical projects or comparable experience.
- Proven experience as a Project Manager in web design and development projects.
- Understanding of web best practices, including web standards, creating responsive designs, and accessibility standards.
- Experience with HTML, SASS/CSS, and Javascript.
- Strong understanding of SEO best practices, including 301 redirects and image alt tagging.
- Strong portfolio of diverse projects should include examples ranging in scale, design case studies, and interactive work with a concentration in UI/UX, or work equivalent.
- Knowledge of web hosting environments and website migration processes.
- Experience in testing websites across various browsers and devices.
- Experience working with Filemaker or other database software, in addition to knowledge of relational database design and experience using SQL queries to access and format data.
- Experience with the design processes and technologies for both front-end (including but not limited to Javascript and CSS) and back-end (including but limited to databases and APIs) web development.
- Experience working with Wordpress.
- Advanced organization and project management skills with a successful track record.
- Demonstrated ability to effectively communicate with stakeholders at all levels of an organization and with external contractors.
- Proven leadership ability with effective critical thinking and problem-solving skills.
- Excellent time management skills and analytical mindset.
- High attention to detail with ability to track and clearly communicate project progress and costs.
- Experience working on a project of similar scope and complexity.
- Bachelor's degree in related area and/or equivalent experience/training.

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### Preferred Qualifications

- Experience with Asana or other project management software.
- Experience working with Drupal 7.
- Experience working with an arts, film, or cultural organization.

### Salary & Benefits

This is a 2yr, 40% part-time (16 hours/week), contract appointment. This is a monthly paid, exempt position.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted annual salary that the University reasonably expects to pay for this position is \$125,000.00 (100% rate), \$50,000.00 (40% rate).

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 50% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.



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### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see the [https://apptrkr.com/get\\_redirect.php?id=5592308&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5592308&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

### Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

### Contact Information

Please reference Academickeys in your cover letter when



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applying for or inquiring about this job announcement.

**Contact**

N/A

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