CCA
Centre Canadien d'Architecture / Canadian Centre for Architecture

JOB DESCRIPTION

Job identification

Job title: Project Manager, Information Systems
Division: Information Systems
Service: Information Systems
Supervisor: Associate Director, Information Systems
Status: Contractual (2 years), full time (35h/week)
Posting period: 1 to 30 March
Job entry: Early May 2021

About the CCA

The Canadian Centre for Architecture (CCA) is an international research centre and museum founded on the conviction that architecture is a public concern. Responsive to the changing cultural context of our time and based on its extensive collection, exhibitions, programs, and research activities, the CCA is a leading voice in advancing knowledge, promoting public understanding, and provoking new ideas and debate on architecture, its history, theory, practice and role in society today.

The role of the CCA's Information Systems Division is to maintain a technological infrastructure that is flexible, secure and adapted to the evolving needs of the institution. The development of systems governance strategies and the implementation of a global data architecture are thus at the heart of institutional projects.

Job Summary

The responsibilities of this job include action plan preparation, in terms of resources, timeframes and budgets for projects under the responsibility of Information Systems division (system deployment to support CCA curatorial activities, infrastructure migrations, etc.). The incumbent performs various coordination tasks, including schedule and risk management, along with administrative duties such as maintaining project documentation and handling financial queries.

Key responsibilities

IT Project Monitoring
- Manages IT projects for the division using Agile methodology when applicable. The main types of projects being: Deployment of technological solutions; redesign and migration of systems, infrastructures; analysis of the technological/system environments, interfaces and data with external collaborators; work related to business intelligence, data management, reports and dashboard
- Participates in elaborating and revising the information technology (IT) Master plan, maintains a global overview of the project's goals to properly manage priorities, roadmaps and deliverables
- Prepares, administers and ensures the distribution/sharing and tracking of the project planning calendars, project plans, schedules and timetables with all divisions
- Follows up with project team members from all implied divisions to monitor project progression and deliverables, risks, communication plan and stakeholder management
- Coordinates project meeting and activities, demonstrates a strong transversal leadership in keeping the divisions involved during the whole project lifecycle
- Participates in recommending information technology strategies, policies, and procedures by evaluating institution outcomes; identifying problems; evaluating trends; anticipating requirements

<u>Administrative Management of the Information Systems Division</u>

- Works in collaboration with the Associate Director, Information Systems to implement workflow procedures and organizes divisional operations and procedures, including documenting them and developing how-to and best practices guides
- Monitors and updates the annual budget of the division regarding project portfolio (IT Master plan); verifies and maintains an up-to-date record of expenses in the accounting software
- Provides support and assists with a variety of functions, including booking of freelance professionals, in accordance with the needs of the project portfolio
- Prepares contracts and drafts, and manages contractual agreements for IT projects

Required qualifications

- Education: University Degree (Bachelor) in IT, administration, management or the equivalent. A specialization in project management or PMI certification is an important asset.
- Number of years of relevant work experience: 2 to 3 years—ideal experience includes working for a cultural institution with an international outreach and/or in architecture
- Excellent knowledge of spoken and written French and English; ability to write and revise documents
- Good knowledge of MS Office, project management tools (MSProject, online collaborative application, TeamGantt), database systems, web technology
- Experience in managing budgets and administrative tasks
- Knowledge of project management methodology, including Agile
- Planning and deadline or time management skills
- Strong leadership and excellent communication skills
- Ability to maintain a high level of accuracy when preparing and entering information
- Positive, enthusiastic demeanour with a genuine passion for technology
- Ability to work under pressure and within tight deadlines; good stress management skills

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of People and Culture division of Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is 30 March 2021**. Only successful applicants will be contacted. Please do not call.

The CCA is an equal opportunity employer and encourages diversity. The CCA invites anyone with the qualifications listed in the job posting to apply.

For all CCA existing job opportunities, visit our website.