

We're offering a...

## Project Management Contract

### Project Description

We are looking for a Project Manager to provide support for an exciting virtual exhibition, "**Exploring a National Treasure: L.M. Montgomery's *Anne of Green Gables* Manuscript.**" The project will make the original, handwritten manuscript of the novel that has captivated generations of readers, fans, and scholars, accessible digitally.

The Project Manager will provide support for the Director of Confederation Centre Art Gallery and a small team including a project Curator, Consultant, Web-Developer, and Steering Committee, through a five-phase project to plan, develop, evaluate, and launch a bilingual virtual exhibition. The virtual exhibition will contextualize the rare manuscript while providing users with multi-media interpretations, and commentary on the novel while highlighting the local and global reach of *Anne*. The project is a partnership between Confederation Centre Art Gallery and the L.M. Montgomery Institute and Robertson Library at UPEI made possible with an investment from the Virtual Museum of Canada program at the Canadian Museum of History.

### Contract Details

Time & Duration	<p>Beginning in June 2020, the Contract will require part-time work over a period of 27 months. The Project is expected to be completed by August 2022</p> <p>Although the amount of time may vary from phase to phase of the Contract, it is expected to require between 60 - 80 hours per month on average.</p>
Location	<p>The Project is based in Charlottetown, PEI at Confederation Centre of the Arts. The Contract work is expected to be done, primarily, from the PM's own work space/office (remotely).</p> <p>Attendance in-person is expected for meetings with the Director, Team, Vendors, etc. at the Centre.</p>
Tools/Equipment	<p>As an Independent Contractor, the PM must provide their own tools/equipment (including their own computer, PM software, email, phone, etc.) and work space.</p> <p>Meeting rooms are available for booking/use at the Centre for in-person meetings with the Director, Team Members, Vendors, etc.</p>

Remuneration      The total value of the Contract is \$50,000.00 which will be paid in installments according to the project milestones and deliverables.

The Contract shall not include any additional allocation of funds for travel or the use of off-site meeting/office space that may be incurred by the PM in the course of their work on the Project.

### **Expressions of Interest**

Interested Contractors should provide an expression of interest, including a detailed description of their qualifications and related experience managing digital projects in Arts/Culture, Education or a related field.

The Expression of Interest should be sent on or before **June 9, 2020 at 5 pm** to Kevin Rice, Director of the Confederation Centre Art Gallery by email to [krice@confederationcentre.com](mailto:krice@confederationcentre.com) with the Subject: *Expression of Interest in Project Management Contract*.

**\*\*\* Important \*\*\***

Expressions of Interest will be accepted **by email only** while the Centre is closed to the public.

<b>Closing Date: 5 pm Tuesday, June 9, 2020</b>
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