

MĀNOA HERITAGE CENTER

Project Manager

The Project Manager is a full-time position reporting to MHC's Executive Director. This position supports the Executive Director in planning and implementing a multi-phase project to convert Kualii (a private residence) into a public-facing house museum showcasing the Sam & Mary Cooke Collection of Prints and Paintings. This role is responsible for managing the full project lifecycle, including interpretive planning and visitor experience development, coordinating design and construction activities, overseeing consultants and contractors, and securing regulatory approvals such as a Conditional Use Permit (CUP).

The ideal candidate is highly organized, skilled in stakeholder coordination, and experienced in managing complex cultural, historic, or public-facing development projects. This individual will serve as the central point of communication between leadership, consultants, government agencies, contractors, and community stakeholders to ensure the project is delivered on time, within budget, and aligned with the site's mission and long-term operational needs.

Key Responsibilities

Project Planning & Leadership

- Develop and maintain a master project schedule integrating interpretive planning, design, permitting, construction, and operational readiness milestones.
- Establish project goals, deliverables, and reporting systems to support executive leadership and board oversight.
- Lead regular project meetings with MHC leadership, document decisions, track action items, and ensure accountability across all parties.

Interpretive Plan Development & Museum Readiness

- Together with the Interpretive Plan Project Team, support the development of an interpretive plan.
- Work with the Director of Education to coordinate collaboration among staff, community stakeholders, and contracted IP Researcher/Writer.
- Coordinate exhibit planning (as needed), wayfinding, and visitor circulation in alignment with building and site constraints.

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Design & Consultant Management

- Together with MHC leadership, procure, contract, and manage consultants including general contractor, architect, landscape architect, engineers, and accessibility consultants.
- Ensure design development supports museum requirements including ADA accessibility, visitor services, life safety, collections protection, and public occupancy standards.
- Review and manage consultant and general contractor deliverables, ensuring completeness, quality, and adherence to schedule and budget.
- Facilitate design reviews with internal stakeholders and coordinate approvals.

Permitting & Conditional Use Permit (CUP) Management

- Lead the strategy and execution for obtaining required approvals, including a Conditional Use Permit (CUP) and building permits.
- Coordinate preparation of all required CUP submittal materials, including narratives, site plans, traffic/parking studies, environmental assessment, and public outreach materials.
- Together with the Executive Director, serve as primary liaison with government agencies, including planning departments, building officials, and relevant boards/commissions.
- Manage public hearing preparation, community engagement meetings, individual neighbor meetings and testimony materials as needed.
- Track all permit conditions and ensure compliance is integrated into design and construction planning.

Construction Management & Implementation

Together with the Facilities Manager:

- Manage procurement and oversight of general contractor, subcontractors, and specialty trades.
- Coordinate construction activities including site logistics, phasing plans, safety requirements, and access restrictions.
- Monitor construction schedule and budget, proactively addressing delays, scope changes, and unforeseen conditions.

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- Review contractor submittals, change orders, pay applications, and punch lists.
- Ensure construction meets quality expectations and supports preservation best practices where applicable.

Budget & Financial Oversight

Together with Executive Director and Finance Manager:

- Develop and maintain a project budget, including design fees, permitting costs, construction costs, interpretive planning, contingencies, and operational startup costs.
- Track expenditures and produce regular financial reports for leadership and/or board committees.
- Identify cost risks early and recommend mitigation strategies.
- Support fundraising documentation and grant reporting by providing project schedules, budgets, and progress narratives.

Stakeholder Communication & Reporting

- Serve as the central communications hub for all project partners.
- Provide consistent reporting to executive leadership, board committees, and project stakeholders.
- Prepare briefing materials, timelines, and project status dashboards.
- Support community relations and stakeholder engagement as needed.

Risk Management & Compliance

- Identify project risks including regulatory delays, cost escalation, historic preservation issues, and construction constraints.
- Ensure compliance with relevant building codes, accessibility requirements, fire/life safety standards, and occupancy regulations.
- Coordinate life safety planning such as fire suppression feasibility studies, emergency egress planning, and security requirements.

Project Closeout & Transition to Operations

- Oversee final inspections, certificate of occupancy processes, and permit closeout.

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- Coordinate furniture, fixtures, equipment (FF&E), exhibit installation (as appropriate), signage, and operational readiness.
- Develop turnover documentation including maintenance manuals, warranties, as-built drawings, and operational procedures.
- Support staff onboarding, volunteer readiness, and opening preparation as required.

Qualifications

- Bachelor's degree in project management, architecture, planning, construction management, museum studies, public administration, or related field (or equivalent experience).
- Minimum 3-5 years of project management experience in construction, cultural facilities, museums, historic properties, or public-facing visitor sites.
- Demonstrated experience managing consultants, contractors, and multi-disciplinary project teams.
- Familiarity with permitting processes, land use approvals, and government agency coordination.
- Strong budget management experience, including tracking contracts, change orders, and project reporting.
- Excellent written and verbal communication skills, with ability to present to boards, agencies, and community stakeholders.
- Strong organizational skills and ability to manage multiple timelines and priorities simultaneously.

Preferred Qualifications

- Experience with Conditional Use Permits (CUPs), zoning approvals, or similar entitlement processes.
- Experience working with historic residences, preservation standards, or culturally significant sites.
- Knowledge of museum operations, interpretive planning, visitor experience design, and collections care requirements.
- Familiarity with ADA compliance, public assembly requirements, and life safety planning.
- Experience managing public meetings, hearings, and community outreach.
- Certification such as PMP or equivalent preferred.

Core Competencies

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- Project planning and execution
- Consultant and contractor oversight
- Permitting and regulatory navigation
- Budget tracking and cost control
- Stakeholder diplomacy and relationship management
- Risk mitigation and decision-making
- Strong attention to detail
- Mission-driven mindset and respect for cultural/historic integrity

Working Conditions

- Combination of office-based planning and active on-site construction oversight.
- Ability to walk construction sites, climb stairs, and inspect active work areas.
- Occasional evening or weekend work may be required for public meetings, hearings, or construction coordination.

For more information about this position, please contact Jessica Welch at jessica@manoaheritagecenter.org.