



CyArk seeks a hard-working and motivated architectural professional to serve as a project manager and marketer for international Digital Preservation projects.

CyArk is a non-profit organization based in the San Francisco Bay Area operating under the mission of “Preserving Cultural Heritage Sites through collecting, archiving, and providing open access to heritage data created through laser scanning, digital modeling, and other state-of-the-art technologies.” CyArk engages with cultural heritage professionals around the world to utilize 3D capture technologies to document significant heritage sites and disseminate all information freely to the public via their website at www.cyark.org

CyArk's process of Digital Preservation creates data sets which improve conservation efforts and promote cultural tourism by sharing this data with the public. The data is also used to develop educational materials, enabling students to learn history through contextual, interactive 3D information.

The project manager position oversees Digital Preservation projects from initial planning stages, through to field data capture, data processing, production of deliverables, and Internet publication. Position responsibilities will include development of project proposals and budgets, coordination of field capture teams, management of content production specialists, and delivery of final products. Position will also be required to market new projects and deliver projects to schedule and budget. Position will frequently coordinate with outside partners and clients, domestic and international travel will be required at times. Position will also be encouraged to publish academic papers and articles in trade journals, as well as appear at industry conferences. Architectural experience preferred as many of the projects and deliverables required are architectural in nature.

Qualifications

- Minimum of 3-5 years experience in Project management.
- Demonstrated leadership and problem solving abilities
- Excellent oral and written communication skills and organizational skills.
- Ability develop and read architectural CAD drawings and familiarity with architectural conventions
- Reliability, patience, and positive attitude.
- Strong computer experience including PowerPoint, Excel, Word, AutoCAD and other software.
- Ability to work closely and professionally with CyArk staff, clients, subcontractors, and CyArk partner organizations.
- Ability to manage projects within a schedule and budget.
- Ability to work on multiple projects simultaneously.
- Proven ability to work with people at all levels of the organization.
- Talent for collaborating to create an effective team.
- Ability to lift and carry 50 lbs., move from place to place, bend, twist, work on a ladder, and crawl into tight spaces
- Must have a current passport and valid drivers license.



- Sensitivity to mission of organization.
- Other duties as assigned.

Knowledge of traditional survey techniques, 3D laser scanning, foreign languages, photography, or videography a plus.

Salary commensurate on experience.

To apply, please email resume and cover letter in PDF format with subject heading of “Project Manager Position” to:

Elizabeth Lee (elizabeth.lee@cyark.org)