



Project Coordinator

Position posted on: November 30, 2018

New York

Pace Gallery is seeking an experienced Project Coordinator to join our New York Operations team. We are looking for an individual with impeccable time management and communications skills who has prior experience working on, and completing, multiple complex projects. Reporting to our Project Manager this role will ensure that all projects are completed on time, within budget and hold to the highest quality standards.

About the Role:

- Coordinate project management activities, resources, equipment and information
- Break projects into doable actions and set timeframes
- Liaise with staff to identify and define requirements, scope and objectives
- Assign tasks to internal teams and assist with schedule management
- Make sure that needs are met as projects evolve
- Help prepare and oversee budgets
- Analyze risks and opportunities
- Monitor project progress and handle any issues that arise
- Act as the point of contact and communicate project status to all participants
- Use tools to monitor working hours, plans and expenditures
- Issue all appropriate legal paperwork (e.g. contracts and terms of agreement)
- Create and maintain comprehensive project documentation, plans and reports

About You:

- Proven work experience as a Project Coordinator or similar role
- Experience in project management, from conception to delivery
- An ability to prepare and interpret flowcharts, schedules and step-by-step action plans
- Solid organizational skills, including multitasking and time-management
- Strong client-facing and teamwork skills
- Familiarity with risk management and quality assurance control
- Strong working knowledge of Microsoft Project and Microsoft Planner

To apply for this position, please submit a cover letter and resume to jobs@pacegallery.com, with 'Project Coordinator,' in the subject line.

Pace is proud to be an equal opportunity employer and will consider all qualified applicants regardless of race, color, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, gender identity or expression, Veteran status, or any other legally protected status.