

Position: Integrated Database Project Manager

Project: Integrated Database Project Phase III Start Date: October 1, 2014 or as soon as possible thereafter

Term: 2 year with possibility of renewal for a second 2 year term dependent upon grant funding

The Oriental Institute is a research organization and museum devoted to the study of the ancient Near East. Founded in 1919 by James Henry Breasted, the Institute, a part of the University of Chicago, is an internationally recognized pioneer in the archaeology, philology, and history of early Near Eastern civilizations.

The Oriental Institute seeks a qualified Project Manager to help facilitate a multi-disciplinary team through a data migration and web development as part of the Integrated Database Project. Over the next two years, the Oriental Institute will be migrating data from two departments, Museum Archives and the Center for Ancient Middle Eastern Landscapes, from independent data silos to the Institute's KE EMu repository. The Project Manager will be responsible for assisting with all facets of planning and execution of Phase III of the project, including: task scheduling and management, template design, data mapping, timely production of deliverables based on goal-oriented tasks, and assistance with data clean-up.

The ideal candidate for this position will have experience managing projects at cultural heritage institutions with a background in database administration or application. The candidate will need to have advanced organizational skills and excel at time management and multi-tasking. Collegiality and the ability to work with team members across disciplinary boundaries are a must. Candidates who have experience with archival standards and/or geo-spatial data preferred.

Hours are flexible with roughly three quarter to full time hours expected during the project period. Successful applicant will be hired as an independent contractor. Please email a resume and cover letter to [oi-administration@uchicago.edu](mailto:oi-administration@uchicago.edu) for consideration.

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