Position: Design Project Manager
Department: Administration
Reports to: Deputy Director

Basic Function: Assists the Deputy Director in all aspects of design and construction of various zoo projects. Ensures that each project meets established design intent, deadlines, and cost projections.

Responsibilities:
- Manages the design process by assessing the scope of the project through review of site inventory and analysis using surveys and existing documents.
- Manages the construction document process and develops a Master Set of documents for Brevard Zoo brands by collaborating with all consultants and stakeholders.
- Provides clear, effective and timely communication of design direction and changes. Identifies exceptions, proposes design solutions that satisfy multiple uses and needs. Resolves issues with stakeholders.
- Ability to balance design with operational needs and budget objectives resulting in exceptional zoo environments.
- Partner with various departments throughout the zoo, graphics team, facilities and zoo leadership to communicate the scope and direction of projects.
- Collaborate in the development of goals and objects for new projects and re-design of existing exhibits. Ensures that project is realistic and attainable within established budgets.

Qualifications
- AS or BS degree in related field
- Proficient in Microsoft applications including Excel, Word, Project and open source software
- Working knowledge of the Architectural and Construction industry
- Ability to work in ACAD, Sketch Up and other various graphic design software programs
- Strong problem solving skills with the ability to evaluate difficult situations and to make informed decisions
- Ability to listen and communicate with internal teams, outside vendors, consultants and contractors
- Flexibility to shift focus and priorities
- Ability to communicate design intent with hand sketches, drawings and illustrations
- Ability to balance design with operational needs and budget objectives resulting in exceptional visitor experience

**Americans with Disability (ADA) specifications:**
- The physical demands that are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable the individual to perform the essential functions.
- While performing the duties of this job, the employee is occasionally required to stand, walk, sit, and use hands to finger, handle or feel objects, tools or controls, reach with hands and arms, climb stairs. Balance, stoop, kneel, crouch or crawl, talk to hear, taste or smell. The employee must occasionally and/or move up to 25 pounds.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- The overall work environment while performing this job includes exposure to weather conditions and the noise level is usually moderate.
- The employee is expected to adhere to all policies and to act as a role model in the adherence to the policies.

Please submit a cover letter, resume and three references to Human Resources via email at hr@brevardzoo.org. Closing date for this position is February 12, 2016.