



Smithsonian Enterprises

Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Book Specialist, Retail Group Announcement Number SE-17-0128

OPEN DATE:	Tuesday, February 28, 2017
CLOSING DATE:	Tuesday, March 14, 2017
PAY BAND:	E - F
SALARY:	\$32,853 - \$47,265 (Commensurate with Experience)
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full-Time
DUTY LOCATION:	Washington, DC

Who may apply: All qualified candidates currently eligible to work in the United States. The Smithsonian provides reasonable accommodations to applicants with disabilities. The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process please call 202-633-6409 (TTY).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs.

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation
- Complete a 1 year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service

SUMMARY:

The Book Specialist is the primary link between the Book Buyer and the museum stores. Works closely with store staff and managers at NMAH, NMNH, NASM and NMAAHC. Must be cognizant of the differences between each museum and how that impacts title selection for the stores. Aware of current and upcoming exhibits and related book titles. Responsible for ensuring the right stock is in the right place at the right time to maximize sales and margin performance. Liaise closely with Buyer, store operations and visual design teams to make sure the stock is properly monitored and available.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

- Maintains relationships with store managers, area managers and staff; answers their questions; responds to special requests.
- Liaises with museum staffs to support ongoing and temporary exhibits. Handles curator requests in coordination with Buyer.
- Maintains release schedule of upcoming titles. Presents major titles to store staff; trains sales staff through development of product knowledge and engagement.
- In consultation with Buyer, develops new themes as appropriate to individual museums and exhibits, expands space allocation for hot selling areas to maximize sales.
- Maintains and rotates book feature displays in the stores to be relevant and on point with what is going on in the museums.
- Ensures stock replenishment and maintains visual standards. Observes inventory levels; prompts Buyer to reorder when levels appear low.
- Observes customer reaction to selection and displays; communicates observations with Buyer.
- Works with Buyer's Assistant to resolve inventory issues and stock discrepancies.
- Cognizant of price changes and notifies Buyer of any inconsistencies.
- Ensures markdowns are taken and product is displayed appropriately.
- Maintains quality results by following and enforcing standards.
- Works closely with visual-display staff on proper display of merchandise to maximize sales. Requests appropriate signage when necessary.
- Assists with author events and book signings.

EDUCATION, KNOWLEDGE AND QUALIFICATIONS REQUIRED:

Bachelor's degree (B.A.) from four-year college or university; and/or two to four years related experience and/or training; or equivalent combination of education and experience. Previous bookselling or publishing experience required.

- 2-3+ years of Retail experience is preferred
- Knowledge of retail market, and industry
- Strong problem solving skills, service orientation, excellent interpersonal skills and ability to work well with diverse range of people.
- Good skill in Microsoft programs such as Excel, Word, and Power Point. Able to produce spreadsheets.
- Excellent written and oral communication skills in order to successfully promote an idea and negotiate sensitive issues with both internal and external partners.
- Strong time management skills, ability to prioritize multiple requests from people
- Demonstrated ability to meet multiple deadlines and manage conflicting priorities
- Highly organized and ability to adapt to quickly changing priorities.

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

Smithsonian Enterprises is a division of the Smithsonian Institution, the world's largest museum and research organization. Established in 1846 with a bequest from English Scientist James Smithson, the Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

Smithsonian Enterprises encompasses the Media Group, Retail Group, and Consumer Education Products and Licensing.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

To Apply:

<p>Please forward a resume, salary requirements and cover letter to: Application materials submitted without salary information will not be considered. Applicants not meeting the mandatory and minimum requirements will not be considered.</p>	<p>SERetailJobs@si.edu Please include the position title in the subject line.</p>
<p>Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. What to expect next: After a review of applicants is complete, qualified candidates résumés will be referred to the hiring manager.</p>	

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefit programs include:

Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care)

The attached Applicant Survey Form should be completed by all candidates, except **Smithsonian Institution employees**, and returned with application materials. This form is for gathering statistical information and will not be a part of the application.

APPLICANT SURVEY FORM

The Applicant Survey Form is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution’s search and recruitment efforts. Please print all responses. The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.

Vacancy Announcement Number: _____

First Name													
Last Name													

Year of Birth: 19____ Gender: Male ____ Female ____

How did you learn about this position? Mark all sources that apply.

1	Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2	Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3	Information technology (Internet, World Wide Web, or SI Web site)
4	Association or organization (professional, community, religious)
5	Other (please indicate)

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Yes _____ No _____
 Race: (Mark all that apply.)

1	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Tribal Affiliation: _____
2	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3	Black or African American	A person having origins in any of the black racial groups of Africa.
4	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any physical disabilities? Yes _____ No _____

If yes, do you have a targeted disability? (Mark only one.)

1	Deaf	4	Partial paralysis	7	Mental retardation
2	Blind	5	Complete paralysis	8	Mental or emotional illness
3	Missing extremities	6	Convulsive disorder	9	Severe distortion of limbs and/or spine