



Smithsonian Enterprises

Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy.

Project Manager, Retail Group Announcement Number SE-19-0115

OPEN DATE:	03/18/2019
CLOSING DATE:	04/01/2019
PAY BAND:	M
SALARY RANGE:	\$89,000 - \$115,000 (Commensurate with Experience)
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full Time
DUTY LOCATION:	Washington DC

Who may be considered for employment: Open to all qualified candidates eligible to work in the United States. 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. See Smithsonian EEO program information: www.si.edu/oeema

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.
- U.S. employment eligible without sponsorship

OVERVIEW

The Project Manager is responsible for managing a variety of projects for the Retail Group of businesses in Smithsonian Museum facilities both in Washington, DC and New York including Museum Stores, Theaters, Concessions, and Food & Beverage operations. The Project planning function will include all aspects of the project management process from conceptualization, to business planning, budget development, contracting, timeline development, project development, execution, and post mortem. They will support business goals in collaboration with stakeholders within Smithsonian Enterprises and maintains the aesthetic, business and educational standards set by the Smithsonian Institution.

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

- Manage complex projects including preparing project briefs, project plans, project schedules, risk management plans, communication plans, budgets and any other relevant project

documentation.

- Manage associated contracts with 3rd party vendors.
- Establish and maintain clear lines of communication within multi-disciplinary project teams; manage reporting processes with internal project staff, technical and support staff, external contractors and project stakeholders. Effectively communicate project expectations and time lines to team members and stakeholders.
- Ensure the progress of allocated projects is monitored and plans are devised and implemented to ensure projects adhere to timelines. Proactively manage changes in project scope, and identifies and devises contingency plans when needed.
- Facilitate partnerships with Smithsonian staff in order to develop design criteria for the preservation and restoration of historic buildings and facilities.
- Prepare and review design and construction cost estimates, budgets and oversee specifications for small to very large construction, rehabilitation, renovation and remodeling projects; conducts pre-bid as required.
- Conduct pre-construction conferences; negotiate contracts in conjunction with Smithsonian units and evaluate progress through all stages of the project. Interact with support staff as well as internal SI groups to include, but not limited to, all branches of OSHEM, OFMR, and OPS.
- Conduct regular site visits to check progress and compliance; interpret contract documents
- Ensure coordination with designers/project managers and/or contractors from outside firms for development of projects.
- Participates in project review meetings with Smithsonian Facilities and Museum representatives.
- Collaborate with museum, curatorial and exhibits staff for space allocation and design ideas appropriate to their exhibits, events and collections.

* Projects may require employee to work on site outside of regular business hours.

Education/ Qualifications/and Requirements

Bachelor's degree (BS) in related field (Architectural Engineering and Construction Management, Contract Administration, etc.). Advanced degree preferred, but not required.

Minimum of five to ten years related experience and training where responsibilities were progressively increased and included multiple renovations and or new projects within Specialty Retail Stores or Department Stores.

- 5-10 years of project management work experience with store/facility construction and design coordinating activities of architects, suppliers and subcontractors (electricians, carpenters and heating and cooling professionals).
- 5-10 years of experience working with industry design programs including CAD and Revit.
- Experience with Microsoft Office, including PowerPoint, Excel and MS Project Manager.
- Must possess thorough knowledge of Construction Management practices.
- Knowledge of retail market design concepts.
- Store Design and Project Management in Museums a plus
- Ability to apply knowledge of general retail operations to store design and fixtures.
- Work experience with store/merchandise visual presentation market and trends.
- Must have outstanding written and oral communication skills, as well as the ability to work in a collaborative team environment.

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 operates retail, media, product development, licensing and other services which promote the Smithsonian mission while generating an essential source of unrestricted funding for the Institution. By providing products and services that reflect the mission of the museums and research centers, Smithsonian Enterprises plays a critical role in advancing the Institution's mission: the increase and diffusion of knowledge.

Smithsonian Enterprises encompasses *Smithsonian* and *Air & Space* magazines, Museum stores, Restaurants, IMAX theaters and the Smithsonian Catalog, Consumer products, Educational travel, e-commerce, and commercial media enterprises in book publishing and the Smithsonian TV Channel.

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

Please forward a resume, salary requirements and cover letter to: Application materials submitted without salary information will not be considered.	secareers@si.edu Please include the position title in the subject line.
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.	

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