



Smithsonian Enterprises

Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Visual Presentation Specialist **Smithsonian Museum Retail Stores** **Announcement Number SE-19-0117**

OPEN DATE:	March 21, 2019
CLOSING DATE:	April 3, 2019
PAY BAND:	F
SALARY RANGE:	\$40,000 - \$50,000 (Commensurate with Experience)
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full Time
DUTY LOCATION:	Washington, DC

Who may be considered for employment: All qualified candidates eligible for employment 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.
- Authorized to work in the U.S. without sponsorship

OVERVIEW

Working with their supervisor and the visual design team, the Visual Presentation Specialist is responsible for the creation and implementation of visual strategies that enhance the retail experience, support the merchandising objectives and museum mission while maintaining established visual presentation standards.

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

- Follows direction of supervisor in maintaining standards in presentation of merchandise and establishment of prioritizing work plans to meet timelines associated with merchandising objectives.
- Collaborates with supervisor and other team members on the development of all creative concepts, proposed fixturing and display accessories and props to present merchandise for seasonal sets, special events, new product launches and tests.
- Deliver consistent innovation and merchandising solutions that improve the store experience, drive traffic and meet Brand and creative objectives.

- Collaborate with internal partners (Store Planning and Design, Merchandising, and Store Sales & Operations) on the development of all presentation packages, which may include pictorial documents Illustrator or other computer programs, to meet the strategic and financial goals of the organization.
- Take ownership and prioritize tasks associated with executing multiple projects as directed by supervisor to meet all Visual and Merchandising calendar timelines.
- Creates calendar of stores visits to ensure customer/associate relationship and effective translation of visual strategies across all store types. Visits to stores are to include identifying opportunities and providing ongoing training sessions on visual merchandising techniques and standards for the retail stores.
- Demonstrate excellent written and verbal skills when presenting creative ideas and working cross-functionally.
- Stay up to date with trends for a specialized gift store environment via market patterning to influence work.
- Maintains a visual fixture, prop and sign holder inventory for their assigned locations.
- Work closely with retail team partners and vendors.
- Creates Price Point Signage using templates as provided by the Store Planning and Design department and ensures in store signage is accurate, up-to-date, and in properly placed sign holders.
- Requests supplemental store signage – ensuring that displays are supported with proper product information, UBIT, and other signs appropriate for fixtures featuring merchandise.
- Partners with Store Sales & Operations to ensure merchandise includes provenance cards where appropriate.

Education, Qualifications, and Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree (B.A.) from four-year College or university; or 3-5 years related experience and/or training; or equivalent combination of education and experience.

- 3-5+ years of experience executing visual presentation strategies in a multi-store specialty environment.
- Proficiency in Microsoft Office programs, specifically Word and Excel, and Adobe Illustrator.
- Ability to work in Sketch-Up and Power Point
- Ability to work with basic tools including hammer, screwdriver, saw, paintbrush, and other tools to assist in creative prop building tasks or minor repairs. Ability to lift up to 50 lbs.
- Ability to read and interpret Smithsonian Institution and SE Museum Store policies and procedures, and understand standard retail concepts and practices.
- Strong problem solving skills, service orientation, excellent interpersonal and communication skills and ability to work well with diverse range of people.
- Strong time management skills, ability to prioritize multiple requests and manage conflicting and changing priorities.

*Oversight and coordination of work generally includes working outside of normal business hours.

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 *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 Channel.

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

Please forward a resume and cover letter to:	seretailjobs@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 resumé's 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