Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Senior Editor, Prologue
Smithsonian Magazine
Announcement Number SE-19-0131

OPEN DATE: 07/26/2019
CLOSING DATE: 08/08/2019
PAY BAND: N
SALARY RANGE: 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 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.

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

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:
• Responsible for finding and developing story ideas for the front-of-the-book history-themed section, Prologue.
• Assigns and directs writers, works with the picture department to develop illustrations and photographs, and edits final text.
• Participates in shaping the magazine’s directions and goals.

EDUCATION, QUALIFICATIONS AND REQUIREMENTS:
• Bachelor’s degree (B.A. or B.S.) from a four-year college or university with minimum of 5 years of related experience in Publishing in an editorial position performing the functions required.
• Excellent partnering and interpersonal skills.
• Excellent communication and writing skills with the ability to make presentations
• Ability to negotiate effectively with partners, vendors, and suppliers
• Strong quantitative, qualitative, and analytical skills
• Ability to meet publishing deadlines
- Ability to plan and execute numerous major projects simultaneously
- Strong time management and attention to detail
- Knowledge of content/asset management systems
- Familiarity with digital media production systems
- Understanding of digital production formats
- Proficiency in XL, Outlook, Adobe InCopy and other tools for coordinating and tracking a complex set of components, and excellent level of experience with Mac

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 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 expectations and cover letter with links to five writing samples to: SECareers@si.edu

Application materials submitted without salary expectations will not be considered.

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 résumé’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: ___________________________

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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.)

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<td>Deaf</td>
<td>Blind</td>
<td>Missing extremities</td>
<td>Partial paralysis</td>
<td>Complete paralysis</td>
<td>Convulsive disorder</td>
<td>Mental retardation</td>
<td>Mental or emotional illness</td>
<td>Severe distortion of limbs and/or spine</td>
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