Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

**Senior Manager, Internal Communication & Instructional Design**

**Washington, DC**

**Announcement Number SE-20-0117**

| OPEN DATE: | 02/13/2020 |
| CLOSING DATE: | 02/25/2020 |
| PAY BAND: | K |
| SALARY: | Commensurate with Experience |
| POSITION TYPE: | Trust Fund |
| APPOINTMENT TYPE: | Indefinite |
| SCHEDULE: | Full Time |
| DUTY LOCATION: | Washington DC |

Who may be considered for employment: *Current Smithsonian Enterprises Employees who qualify.*

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
- Authorized to work in the U.S. without sponsorship

**OVERVIEW**

The Senior Manager, Internal Communications and Instructional Design position reports to the SVP of Finance and Administration and is part of the President’s office. This role has three major areas of responsibility; working with the President to ensure effective pan-Smithsonian internal communications and support external communications, support and facilitate the annual strategic planning process of establishing business priorities for new and existing Smithsonian Enterprises (SE) businesses, provides instructional design services to various units at Smithsonian including SE.

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

**Internal Communications**

- Assist President with internal communications including but not limited to Board of Regents presentations, National Board presentations, and museum and internal Smithsonian Enterprises communications.
• Working with the President, develop a broader pan-SI internal communication strategy.
• Responsible for press releases working with the Office of Public Affairs (OPA) in addition to other SE external communications. Position will be SE liaison to OPA.
• Responsible for developing a calendar of SE communications and proactively executing scheduled communications.
• Responsible for ad hoc SE communications. Examples include key hire announcements, staffing changes, etc.
• Responsible for publishing the SE Annual Report.

Strategic Planning Support
• Support the annual planning process to ensure alignment with strategic priorities and manage the process to track progress.
• Design, facilitate, and lead team meetings overseeing content creation and tracking deliverables.
• Work across teams to develop a detailed and flexible project plan and calendar to operationalize strategy, closely tracking timelines, risks and opportunities for better alignment across teams.
• Work with managers to develop and track team and project goals.
• Assist President and SVP Finance and Administration with ad hoc operational improvement projects.

Instructional Design Services
• Work with educators and Smithsonian experts to design new curriculum that may be offered as part of non-credit or for-credit experiences at partner universities or online education platforms.
• Collaborate with Senior leadership at the Smithsonian and partner organizations to develop a strong educational course portfolio that represents the Smithsonian.
• Manage course design and syllabus development, including, but not limited to sequence of instructional concepts, required media, tutorials and assignments.
• Create course material (as applicable), including assessments and related activities, consistent with established design and development processes to ensure flexibility and re-usability.
• Publish, or oversee the creation of any online content.
• Manage course site and communications with students.
• Work with SI/SE clients to strategically design educational components for partnerships.
• Manage client relationships for online educational platforms products.
• Contract with Smithsonian units to provide educational design and digital expertise.
• Manage edX partnership

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, from a four-year college or university. An advanced degree is preferred (Master’s degree in education or master’s degree in education-related field), together with coursework in Instructional Design. Must have 5-7 years of related experience, training; or equivalent combination of education and experience. 5+ years’ work experience in instructional design or developing content for online education websites.

• Track record of supporting senior level executives, developing organizational strategy, and tracking implementation/completion to meet goals. Management consulting experience a plus.
• Skillful in using PowerPoint and Excel to clearly, compellingly and succinctly convey complex concepts to diverse audiences.
• Significant project management skills and experience.
• Experience managing team meetings and planning processes.
• Highly organized with strong attention to detail and the ability to respond to needs efficiently and effectively in fast-paced work environment.
• High level of professional and personal judgment and discretion; ability to offer counsel to members of management and staff; maintain confidentiality with sensitive information.
• Experience working with universities or other post-secondary institutions
• Experience with evaluating and providing analysis of courses and learners
• Hands on experience using learning management systems, social media, and related tools.
• Work experience as writer/editor/researcher for online websites or professional journals.
• Experience and talent working both independently and, in a team, -oriented environment.
• Strong written, verbal communications, interpersonal and diplomacy skills.
• Ability to balance a demanding workload with competing 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 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 and cover letter to: 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 several exceptional benefits to its employees who qualify including:

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)