Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Sr. Manager, Licensed Publishing
Announcement Number SE-20-0118

OPEN DATE: February 14, 2020
CLOSING DATE: March 2, 2020
PAY BAND: J
SALARY: $85- $94k (Commensurate with experience)
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.

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

SUMMARY:
The Consumer and Education Products Division manages and monetizes the Smithsonian brand and content assets in businesses with third parties to sell Smithsonian branded products and services. The Sr. Manager, Licensed Publishing, will manage the development of licensed trade books and book programs, as well as publications developed in partnership with museum staff and educational publishers selling into the K-12 and higher education market. In addition, the incumbent will provide sales and contracting support to the Director of Licensed Publishing for the acquisition of new publishing partners.

Through a combination of publishing industry knowledge, keen editorial insight, and deep research into Smithsonian’s vast content, the Sr. Manager, Licensed Publishing will ensure these licensed publishing programs support the broader CEP strategy by promoting themes and engaging audiences that are central to the growth of adjacent consumer and education products categories. Publishing opportunities will be based on or inspired by the Smithsonian’s educational mission and the brand’s core attributes, and will adhere to the quality standards and reputation of the Institution. Formats may include all formats of print and digital books for trade or educational purposes; digital or print curricular products; digital games and apps; print or digital courses/courseware; workbooks, activity books, classroom manipulatives and other published interactives; calendars and note cards.
ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Identifies new licensed publishing concepts across multiple print, digital, and interactive publishing formats, with a specific focus on leveraging core Smithsonian themes, content and assets. Suggests new ideas for publishing programs and if appropriate, suggest editorial approaches that will support the publishing strategy as well as the strategy of other key product areas on the CEP team, such as kids, home, and collectibles.
- Manages the product development process for publishing products, including: managing asset delivery, and performing detailed content research throughout various Smithsonian resources; detailed review and evaluation of editorial quality/content; coordination with CEP staff, curators, and publishers; managing product development timelines and approval processes; creating and maintaining tracking spreadsheet(s) encompassing all publishing projects and their components; and ensuring the accuracy of publishing projects. Has numerous projects under development at any given time and each requires sensitivity to the museum’s perspective.
- Monitors performance of publishers and publishing programs for conformance to contractual requirements, marketing expectations, and budgetary goals, as well as to the editorial vision set out for each program.
- Assists the Director of Licensed Publishing in the sales process, including: develops and assembles sales material necessary to fully outline the licensing opportunity; assists in sales meetings and presentations; assists in tracking the sales pipeline of potential publishers who may do business with the Smithsonian brand; and assists in developing a publishing strategy along with the Director of Licensed Publishing and Vice President, Consumer and Education Products.
- Takes the lead on contract administration for assigned contracts, in collaboration with CEP senior management, OCon, and OGC to ensure contracts are correctly prepared for approved by all internal stakeholders and signature by Smithsonian’s Contracting Officer.
- Researches and identifies the appropriate commercial prospects to execute new opportunities: identifies solid resources by reviewing candidate’s history for financial stability, product quality, reliability, breadth of distribution, and marketing strength. Researches market through catalogs, trade magazines, trade shows, and discussions with manufacturer’s representatives.

REQUIREMENTS AND QUALIFICATIONS:

- Bachelor’s degree (B.A.) from a four-year college or university; seven to ten years related experience managing publishing product development for either a licensor or a publisher.
- Experience across multiple publishing formats, including print and digital books for trade or educational channels; curricular products; digital games and apps; courses/courseware; workbooks, activity books, classroom manipulatives and other published interactives; calendars and note cards. Stays abreast of domestic market trends that affect the publishing business.
- A solid track record of initiating, and managing the development of, successful brand-based licensed publishing programs for a non-profit, entertainment, trademark, educational, or similar brand is required.
- Prior editorial experience highly preferred.
- Prior experience successfully managing multiple publishing product development schedules simultaneously, under tight deadlines and with numerous internal and external stakeholders. Ability to manage a significant number of new publishing projects per year.
- Familiarity with customary licensing deal terms and the business skills necessary to develop expertise with Smithsonian’s unique contract terms, restrictions, copyright and trademark regulations to negotiate contracts independently, and to facilitate preparation of contracts and amendments by the Office of Contracting or the Office of the General Counsel.
- Knowledge of the trade and educational publishing markets to be able to identify appropriate potential publishing partners, to evaluate licensed publishing opportunities, and to monitor partners’ performance in the marketplace.
- Possess the inter-personal, problem solving and research skills necessary to develop a familiarity with Smithsonian brand and collections, or other Smithsonian Enterprises activities in order to provide numerous valid product opportunities to licensees.
- Excellent written and verbal communication skills to be able to successfully develop and communicate licensed publishing concepts and opportunities to prospective licensees and, negotiate sensitive issues with curatorial staff and publishers.
- Understanding of business and accounting procedures.
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed 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.

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.

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:

Please forward a resume, salary requirements, cover letter, and the link to writing samples to: SECareers@si.edu

Application materials submitted without salary information will not be considered. Applicants not meeting the mandatory and minimum requirements 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.

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

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