Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Executive Producer Smithsonian Digital Studio/Video Productions
Announcement Number SE-20-0119

OPEN DATE: 02/20/2020
CLOSING DATE: 03/04/2020
PAY BAND: N
SALARY: $130K - $145K (Commensurate with experience)
APPOINTMENT TYPE: Indefinite
SCHEDULE: Full-Time
DUTY LOCATION: Washington, DC (one vacancy)

Who may be considered for employment: All qualified candidates who are US employment eligible. 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

SUMMARY:
The Executive Producer is responsible for building, managing and directing the success of the Digital Studio. The Digital Studio is a division within Smithsonian Enterprises tasked with providing world class audio and video production services to the Smithsonian museums, research centers, administrative and business offices. The position has direct oversight over a core studio team of full-time employees as well as a network of temporary and contract producers, editors, and filmmakers. Customers of the Digital Studio include all levels of Smithsonian Executives therefore the Producer will need strong relationship building and consulting skills. The position will focus on creating a strong value proposition to internal Smithsonian customers by providing professional and exceptional quality creative services for reasonable prices. The Producer will produce audio and video content for distribution across multiple national and international platforms that reflect Smithsonian standards of excellence and Smithsonian Enterprises' overarching business and mission objectives.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:
Under the supervision of the Chief Information Officer the incumbent will be responsible for:
• Managing the Smithsonian Media Digital studio, its staff and budget and directing development and production of podcasts, audio and video content. Providing creative audio and video production services for internal Smithsonian organizations including the museums, research centers and administrative and business offices.
• Building a flexible staffing model that can expand and contract based on internal Smithsonian demand for Digital Studio services.
• Develop pricing that will cover Digital Studio's costs and offer a compelling value to internal Smithsonian customers.
• Providing mentoring and instruction to the Digital Media team to develop the expertise in shooting and editing video and developing capacity for in-house original production and post-production work.
• Developing strong positive relationships with internal Smithsonian customers by offering superior customer service and reasonably priced, high production quality content.
• Defining unique video programming concepts that will differentiate Smithsonian video work in the market and can serve as branding elements for the Institution.
• Bringing expertise, consumer media sensibility and strong execution to support education, research and other projects within the Smithsonian and its partners.
• Leveraging the Smithsonian’s unique and extensive library of media assets to produce powerful and captivating content.
• Creating internal marketing materials to showcase the Digital Studios abilities through personal outreach, a website and sizzle reels.
• Overseeing the production workflow ensuring that the efficient use of resources and the long-term protection of Smithsonian assets.
• Enhancing the position of the Digital Studio by building new Smithsonian customer relationships and reinforcing existing ones.

**REQUIREMENTS AND QUALIFICATIONS:**
Bachelor’s degree (B.A. or B.S.) with at least 12+ years of applicable work experience with high profile brand(s), and progressive experience in video, production with demonstrative leadership skills and P&L responsibility. Proven ability to direct and build video production teams

- Superior video production skill set and proven track record
- Excellent customer service with experience working in a diverse organization
- Ability to manage across units and across cross-organization
- Ability to solve micro operational issues and provide high-level strategic recommendations
- Superior communication and leadership skills and excellent consultant skills
- Determination to deliver superior results and proven record in this area.
- Ability to prioritize and multi-task across numerous projects
- Operate a budget that builds revenue

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 work 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. | 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.

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.)

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