Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Associate Digital Editor, History
Announcement Number SE-21-0122

<table>
<thead>
<tr>
<th>OPEN DATE:</th>
<th>July 22, 2021</th>
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<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>August 5, 2021</td>
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<td>PAY BAND:</td>
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<td>SALARY:</td>
<td>$55,000-$65,000 (Commensurate with experience)</td>
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<td>APPOINTMENT TYPE:</td>
<td>Indefinite</td>
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<td>SCHEDULE:</td>
<td>Full-Time</td>
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<tr>
<td>DUTY LOCATION:</td>
<td>Washington, DC</td>
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Who may be considered for employment: All qualified Smithsonian Enterprise employees 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

SUMMARY:
This position is located in the Smithsonian Enterprises Digital Media group, and is responsible for conceptualizing, creating and managing editorial history content for the online platform for Smithsonian magazine. The incumbent reports to the Digital Editorial Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:
• Perform the role of lead history editor for Smithsonianmag.com, taking leadership of the history vertical, supporting other editors on history coverage and meeting goals in terms of content production, audience metrics, and revenue
• Work with freelance writers and editors: Assign stories, negotiate contract terms, edit content
• Collaborate with colleagues in the Smithsonian Institution on coverage of areas of special interest, including race, women’s history, civic engagement, and other relevant topics
• Conceptualize new editorial products and produce “proof of concept” rollout plans and audience development strategies for them
• Monitor trending topics in the news and on social media, identify opportunities to further engage with readers on Smithsonianmag.com
• Publish content and photos into content management system
• Recruit and manage writers and editors for various history-related “beats” on the site and other digital products
• Create and maintain an editorial calendar for history coverage
• Collaborate with print magazine editors on history coverage and identify opportunities for cross-pollination of ideas and content
• Monitor audience metrics and adapt strategies for enhancing audience growth and revenue
Work with advertising sales, e-commerce, and other revenue-generating areas of the digital media team to create new concepts and ideas for monetization.

**REQUIREMENTS AND QUALIFICATIONS:**

- Bachelor’s degree in Journalism or history field preferred. A minimum of three (3) years of web editorial experience; publishing experience preferred.
- Minimum of 3 years’ experience in Web and print journalism with interest in history, particularly archaeology or American history.
- Knowledge of HTML, Adobe Photoshop, content management systems.
- Excellent written, verbal, research, strategic, organizational and analytical skills necessary to carry out duties in an efficient and effective manner. Prior experience working in publishing preferred.
- Demonstrated ability to juggle multiple assignments and meet deadlines in a fast-paced environment.

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

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)