Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Editorial Project Manager
Announcement Number SE-21-0130

| OPEN DATE: | August 6, 2021 |
| CLOSING DATE: | August 16, 2021 |
| PAY BAND: | H |
| SALARY: | (Commensurate with experience) |
| APPOINTMENT TYPE: | Indefinite |
| SCHEDULE: | Full-Time |
| DUTY LOCATION: | Washington, DC |

Who may be considered for employment: All current Smithsonian Enterprises Employees only 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 employee is responsible for managing the business planning and logistics leading up to the launch of a possible Smithsonian magazine podcast as well as contributing to virtual live events for Smithsonian magazine. The employee reports to the Digital Integration Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:
- Works for senior leadership to conceive a podcast strategy and business model for Smithsonian
- Works with editorial team to create editorial and product options for possible Smithsonian podcast
- Conducts market research on podcasts from competitive publications
- Attends regular business development meetings with SE President and others
- Research internal and external production options for podcast
- Develop summaries, overviews, and presentations, as needed, for internal and external stakeholders
- Coordinates with outside partners, scheduling meetings as needed
- Coordinates with other SI podcasts as needed
- Manages logistics of launching and producing podcast. Coordinate’s magazine initiatives with Smithsonian Channel
- Assists in researching and securing high-quality speakers for virtual live events
- Works with SE marketing team to create promotional language for editorial products
- Assists with technical preparations and rehearsal for live events speakers
- Hosts virtual live events or provides backstage support when needed.
REQUIREMENTS AND QUALIFICATIONS:

- Bachelor’s degree from a four-year college or university
- Five years staff experience at a reputable print or online publication is required
- Working knowledge of Microsoft Word, Excel, PowerPoint, Zoom, web, and databases
- Ability to organize information so that it is clear and concise
- Ability to multi-task and manage complex, multi-faceted projects with tight deadlines
- Ability to interact positively with Smithsonian staff and the public
- Knowledge of grammar, spelling, punctuation and how to write a business email

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’ 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)