Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Associate Digital Editor, Special Projects
Announcement Number SE-21-0133

<table>
<thead>
<tr>
<th>OPEN DATE:</th>
<th>August 23, 2021</th>
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<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>August 30, 2021</td>
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<td>PAY BAND:</td>
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<td>SALARY:</td>
<td>(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 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:**
Reporting to the Digital Editorial Director, the Associate Digital Editor, Special Projects is responsible for managing special projects for the digital team of Smithsonian magazine, including virtual live events, newsletters, and other editorial initiatives. The job involves writing, editing, supervising, producing, and publishing editorial content for Smithsonianmag.com. Tasks include planning and execution of virtual live events with an emphasis on consumer and client satisfaction, the job also entails writing for Smithsonianmag.com, creating content-based newsletters, overseeing the monthly production of print magazines for web formats; assisting staff with publication of new site features, social media, and outreach; executing other editorial duties as needed.

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

- Generate ideas for live events
- Collaborate with colleagues across the Media division on the creation and execution of live events, including talent management, editorial focus, and technical oversight
- Brainstorm new content packages connected with editorial, institutional, or business initiatives
- Identify opportunities for audience engagement and growth with new projects
- Write news stories and features for Smithsonianmag.com.
- Overseeing the monthly production of Smithsonian magazine for online consumption, identifying opportunities to enhance web presentation with extra content and multimedia storytelling tools. This also includes producing both magazines on the Apple News platform
- Manage and create the daily/weekly/monthly editorial newsletters, conceptualizing new newsletter opportunities and executing testing programs to maximize audience engagement
- Assess pitch inbox and forward to appropriate editors
- Provide staff support for editing tasks on Smart News and other content verticals.
Curate legacy articles relevant to today’s news and resurface them with editorial updates as necessary.

Work with syndication partners to select stories for republishing.

**REQUIREMENTS AND QUALIFICATIONS:**

- Bachelor’s degree (B.A.) from a four-year college or university and/or 3-5 years of related experience training; or equivalent combination of education and experience.
- Minimum of 3 years’ experience in Web and print journalism
- Experience in the use of web-based content management systems.
- Knowledge of journalistic standards in accuracy and ethical reporting methods
- Superb writing and reporting skills
- Excellent attention to detail, communication skill and a well-developed ability to turbo multi-task.
- Strong familiarity with day-to-day website management and the tools utilized in all aspects of web work.
- Experience and talent working both independently and, in a team, -oriented environment.
- Ability to be flexible during times of change, shifting priorities, demands and timelines.
- Ability to react to project adjustments and alterations promptly and efficiently.
- Strong written, verbal communications and inter-personal skills.
- Ability to learn, understand and apply new technologies and tools.
- Ability to effectively prioritize and execute tasks in multiple concurrent efforts.
- Fluency in HTML, Adobe Photoshop, word processing and Excel applications.
- Familiarity with website platforms, content management systems and backend functionality.
- Skill in communicating orally and in writing with clarity necessary to carry out duties in an efficient and effective manner.
- Excellent written, verbal, research, organizational and analytical skills.
- Strong familiarity with day-to-day website management and the tools utilized in all aspects of web work.
- Experience and talent working both independently and, in a team, -oriented environment.
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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:  

Smithsonian, 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)