Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Assistant Digital Editor, Humanities
Announcement Number SE-21-0137

OPEN DATE: September 1, 2021
CLOSING DATE: September 15, 2021
PAY BAND: G
SALARY: $45,000-51,000 (Commensurate with experience)
APPOINTMENT TYPE: Indefinite
SCHEDULE: Full-Time
DUTY LOCATION: Washington, DC

Who may be considered for employment: All qualified applicants 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:
The position of Assistant Digital Editor, Humanities, is part of the editorial team of the website for Smithsonian magazine. Tasks include writing, editing, and producing articles on the topics of history, archaeology, travel, arts, and culture. The assistant editor will be responsible for daily news editing on these topics, including the Smart News section. The assistant editor will also be involved in generating ideas for content packages, as well as with other general editorial duties, including copy editing and production tasks.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:
• Edit the daily news coverage on Smithsonian magazine website, as written by outside contractors, coordinating with the Assistant Web Editor for Science
• Generate original story ideas for all verticals of Smithsonian’s website, with special focus on:
  o Write compelling articles on history, arts, and culture, offering context to current events or special anniversaries
  o Write travel content focused on travel news and destination highlights
  o Write the Today in History section of the daily newsletter
  o Identify latest trends in history, archaeology, food, culture, and the arts
  o Assist in photo research and illustrations for stories
  o Report on breaking news within the Smithsonian Institution
  o Curate, fact-check and update stories from Smithsonian archives and partners
• Help develop new content package and content product ideas such as live events or newsletters
• Analyze traffic reports and identify trends to maximize traffic to website
**Requirements and Qualifications:**

- Bachelor’s degree (B.A.) in English, History or Journalism from a four-year college or university and/or 3-5 years of related experience training; or equivalent combination of education and editing experience at a news gathering organization.
- Ability to communicate 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.
- Experience writing for web-based publications required
- Experience editing work for others in a journalism-based environment
- Understanding of basic journalism practices and ethics
- Experience with Photoshop, HTML and Web content management systems preferred
- Excellent attention to detail
- Knowledgeable of Microsoft Office Applications
- Experience 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.
- Ability to learn, understand and apply new technologies and tools.

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.
**YOUR PRIVACY IS PROTECTED**

This information is used to determine if our equal employment opportunity efforts are reaching all segments of the population, consistent with Federal equal employment opportunity laws. Responses to these questions are voluntary. Your responses will not be shown to the panel rating the applications, to the official selecting an applicant for a position, or to anyone else who can affect your application. This form will not be placed in your Personnel file nor will it be provided to your supervisors in your employing office should you be hired. The aggregate information collected through this form will be kept private to the extent permitted by law. See the Privacy Act Statement below for more information.

Completion of this form is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Thank you for helping us to provide better service.

1. **How did you learn about this position? (Check One):**
   - [ ] Agency Internet Site recruitment
   - [ ] Private Employment Web Site
   - [ ] Other Internet Site
   - [ ] Job Fair
   - [ ] Newspaper or magazine
   - [ ] Agency or other Federal government on campus
   - [ ] School or college counselor or other official
   - [ ] Friend or relative working for this agency
   - [ ] Private Employment Office
   - [ ] Agency Human Resources Department (bulletin board or another announcement)
   - [ ] Federal, State, or Local Job Information Center
   - [ ] Other

2. **Sex (Check One):**
   - [ ] Male
   - [ ] Female

3. **Ethnicity (Check One):**
   - [ ] Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
   - [ ] Not Hispanic or Latino

4. **Race (Check all that apply):**
   - [ ] American Indian or Alaska Native - a person having origins in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment.
   - [ ] 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.
   - [ ] Black or African American - a person having origins in any of the black racial groups of Africa.
   - [ ] Native Hawaiian or Other Pacific Islander - a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.
   - [ ] White - a person having origins in any of the original peoples of Europe, the Middle East,
5. Disability/Serious Health Condition

The next questions address disability and serious health conditions. Your responses will ensure that our outreach and recruitment policies are reaching a wide range of individuals with physical or mental conditions. Consider your answers without the use of medication and aids (except eyeglasses) or the help of another person.

A. Do you have any of the following? Check all boxes that apply to you:

- Deaf or serious difficulty hearing
- Blind or serious difficulty seeing even when wearing glasses
- Missing an arm, leg, hand, or foot
- Paralysis: Partial or complete paralysis (any cause)
- Significant Disfigurement: for example, severe disfigurements caused by burns, wounds, accidents, or congenital disorders
- Significant Mobility Impairment: for example, uses a wheelchair, scooter, walker or uses a legbrace to walk
- Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or majordepression
- Intellectual Disability (formerly described as mental retardation)
- Developmental Disability: for example, cerebral palsy or autism spectrum disorder
- Traumatic Brain Injury
- Dwarfism
- Epilepsy or other seizure disorder
- Other disability or serious health condition: for example, diabetes, cancer, cardiovascular disease, anxiety disorder, or HIV infection; a learning disability, a speech impairment, or a hearingimpairment (if this applies to you, please go to Section A.1.)

If you did not select one of the options above, please indicate whether.

- None of the conditions listed above apply to me.
- I do not wish to answer questions regarding disability/health conditions.

A.1. Other Disability or Serious Health Condition (Optional)

You indicated that you have a disability or a serious health condition. If you are willing, please select any of the conditions listed below that apply to you. As explained above, your responses will not be shown to the panel rating the applications, to the selecting official, or to anyone else who can affect your application. All responses will remain private to the extent permitted by law. See the Privacy Act Statement below for more information.

Please check all that apply:

- I do not wish to specify any condition.
- Alcoholism
- Cancer
- Cardiovascular or heart disease
- Crohn’s disease, irritable bowel syndrome, or other gastrointestinal impairment
- Depression, anxiety disorder, or other psychological disorder
- Diabetes or other metabolic disease
- Difficulty seeing even when wearing glasses
- Hearing impairment
- History of drug addiction (but not currently using illegal drugs)
- HIV Infection/AIDS or other immune disorder
- Kidney dysfunction: for example, requires dialysis
- Learning disabilities or ADHD
- Liver disease: for example, hepatitis or cirrhosis
- Lupus, fibromyalgia, rheumatoid arthritis, or other autoimmune disorder
Information aspect including the valid O sponsor, and a person is not required to request us to refer them to a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is five (5) minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to [INSERT: Agency name and address] and to the Office of Management Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.

- Morbid obesity
- Nervous system disorder: for example, migraines headaches, Parkinson’s disease, or multiple sclerosis
- Non-paralytic orthopedic impairments: for example, chronic pain, stiffness, weakness in bones or joints, or some loss of ability to use parts of the body
- Orthopedic impairments or osteo-arthritis
- Pulmonary or respiratory impairment: for example, asthma, chronic bronchitis, or TB
- Sickle cell anemia, hemophilia, or other blood disease
- Speech impairment
- Spinal abnormalities: for example, spina bifida or scoliosis
- Thyroid dysfunction or other endocrine disorder
- Other. Please identify the disability/health condition, if willing:

PRIVACY ACT AND PAPERWORK REDUCTION ACT STATEMENTS

Privacy Act Statement: This Privacy Act Statement is provided pursuant to 5 U.S.C. 552a (commonly known as the Privacy Act of 1974). The authority for this form is 5 U.S.C. 7201, which provides that the Office of Personnel Management shall implement a minority recruitment program, by the Uniform Guidelines on Employee Selection Procedures, 29 C.F.R. Part 1607.4, which requires collection of demographic data to determine if a selection procedure has an unlawful disparate impact, and by Section 501 of the Rehabilitation Act of 1973, which requires federal agencies to prepare affirmative action plans for the hiring and advancement of people with disabilities. Data relating to an individual applicant are not provided to selecting officials. This form will be seen by Human Resource personnel in the Office of Personnel Management (who are not involved in considering an applicant for a particular job) and by Equal Employment Opportunity Commission officials who will receive aggregate, non-identifiable data from the Office of Personnel Management derived from this form.

Purpose and Routine Uses: The aggregate, non-identifiable information summarizing all applicants for a position will be used by the Office of Personnel Management and by the Equal Employment Opportunity Commission to determine if the executive branch of the Federal Government is effectively recruiting and selecting individuals from all segments of the population. Effects of Nondisclosure: Providing this information is voluntary. No individual personnel selections are made based on this information. There will be no impact on your application if you choose not to answer any of these questions.

Paperwork Reduction Act Statement: The Paperwork Reduction Act of 1995 (44 U.S.C. 3501 et. seq.) requires us to inform you that this information is being collected for planning and assessing affirmative employment program initiatives. Response to this request is voluntary. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB Control Number. The estimated burden of completing this form is five (5) minutes per response, including the time for reviewing instructions. Direct comments regarding the burden estimate or any other aspect of this form to [INSERT: Agency name and address] and to the Office of Management and Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.