Career Opportunity  
This is not a Federal Position

We are currently accepting applications to fill the following vacancy.

**Associate Buyer, Books & Graphics**  
Announcement Number SE-22-0121

| OPEN DATE:   | 01/25/2022  |
| CLOSING DATE: | 02/10/2022  |
| PAY BAND:    | H            |
| SALARY RANGE: | $60,000 - $70,000 (Commensurate with Experience) |
| POSITION TYPE: | Trust Fund   |
| APPOINTMENT TYPE: | Indefinite |
| SCHEDULE:    | Full Time    |
| DUTY LOCATION: | Washington DC |

Who may be considered for employment:  **Open to all qualified candidates eligible to work 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. See Smithsonian EEO program information: [www.si.edu/oema](http://www.si.edu/oema)

**KEY REQUIREMENTS**

- Pass Pre-employment Background Check and Subsequent Background Investigation for a position designated as Low Risk
- 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 without sponsorship

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution’s [Frequently Asked Questions](https://www.si.edu/FAQ).

**OVERVIEW**

This position assists the Product Manager in order to oversee the merchandise selection and procurement of product for the retail stores in the museums. The position is responsible for maximizing sales, margins and turnover by managing inventories and assortment by store.

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

- Works with the Product Manager in order to achieve budgeted financial measurements including Sales, Gross Margin %, Gross Margin $, and Inventory turnover.
- Assists with the development of sales plans for assigned departments and by store for budgeting process. Assists with the development of annual and seasonal assortment plans at department and class level.
- Assists with completing the OTB process on a weekly basis for assigned departments including reforecasting of sales, inventory, and receipts.
• Assists with completing the Gross Margin forecasting process on an ongoing basis for assigned categories including the review of the Annual Performance to Plan on key financial measurements.
• Participates in the Assortment Plan process. Assists with the analysis of history and current year performance to identify opportunities and liabilities.
• Manages Replenishment purchase orders from the initial allocation through the end of the life cycle of merchandise.
• Completes the Key Item Projections process. Updates sales forecasts on a monthly basis.
• Initiates on a monthly basis the Markdown/ Mark Out of Stock/ Mark Up process after receiving approval from the GMM, VP Merchandise.
• Initiates merchandise transfers, price changes, and returns to vendors after receiving approval from Product Manager.
• Ensure correct Basic Stock Levels on key items and ensure the Basic Stock system is working correctly and adjust as needed.
• Ensure the Automated Reorder process as well as Automated Replenishment process are working accurately and timely.
• Work with Product Managers to finalize pre-allocated receipts and manage back stock to minimize store transfers.
• Monitor inventory levels at warehouse and stores to ensure in-stock position.
• Performs sales and inventory analysis as required for Departments, Classes, Items, Store Locations, and Store Fixtures.
• Responsible for managing purchases, receipts, and markdowns to ensure appropriate flow of merchandise relative to sales opportunities.
• Executes the established SE Merchandise business practices and procedures, reports and tools to effectively manage area of responsibility.
• As requested by Product Manager, visit stores and works closely with the Store Operations team to address problems and identify sales opportunities within the stores.
• As requested by the Product Manager, works with the Visual Merchandising team to ensure the proper display of new items and new programs.
• As requested by Product Manager, execute final approved text for provenance needs/ signage for products. Coordinate and follow up on signage requests for the stores.

Education/ Qualifications/and Requirements

Bachelor’s degree and/or two to five years related experience and training.

• 5+ years of Retail experience in buying and/ or store operations preferably in books and graphics
• Knowledge of books and graphics retail markets and industry
• Strong problem solving skills, service orientation, excellent interpersonal skills and ability to work well with diverse range of people.
• Must be self-directed, able to function independently, exercise reasoned judgment, and be proactive in an energetic environment.
• Strong Open to Buy Analytical skills and financial planning skills
• Ability to budget and achieve budgeted metrics;
• Advanced skill in Microsoft programs such as Excel, Word, and Power Point. Able to produce spreadsheets.
• Excellent written and oral communication skills in order to successfully promote an idea and negotiate sensitive issues with both internal and external partners.
• Strong negotiation skills
• Plan, organize, execute, and follow-through
• Demonstrated ability to meet multiple deadlines and manage conflicting priorities
• Highly organized and ability to adapt to quickly changing priorities
• Strong conflict management skills
• Museum experienced preferred
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.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

**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 operates retail, media, product development, licensing and other services which promote the Smithsonian mission while generating an essential source of unrestricted funding for the Institution. By providing products and services that reflect the mission of the museums and research centers, Smithsonian Enterprises plays a critical role in advancing the Institution’s mission: the increase and diffusion of knowledge.

Smithsonian Enterprises encompasses *Smithsonian* and *Air & Space* magazines, Museum stores, Restaurants, IMAX theaters and the Smithsonian Catalog, Consumer products, Educational travel, e-commerce, and commercial media enterprises in book publishing and the Smithsonian TV Channel.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

Please forward a resume, salary requirements and cover letter to:  
Application materials submitted without salary information will not be considered.  
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.

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)

We ask that the attached Applicant Survey Form 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 included as 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 other 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, or North Africa.

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 leg brace to walk
□ Significant Psychiatric Disorder: for example, bipolar disorder, schizophrenia, PTSD, or major depression
□ 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 hearing impairment (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)
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.