Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy.

**Audience Development Manager**
Announcement Number SE-22-0171

<table>
<thead>
<tr>
<th>OPEN DATE:</th>
<th>August 12, 2022</th>
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<tbody>
<tr>
<td>CLOSING DATE:</td>
<td>August 29, 2022</td>
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<td>PAY BAND:</td>
<td>I</td>
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<tr>
<td>SALARY RANGE:</td>
<td>Up to $85,000 (Commensurate with Experience)</td>
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<tr>
<td>POSITION TYPE:</td>
<td>Trust Fund</td>
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<td>APPOINTMENT TYPE:</td>
<td>Indefinite</td>
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<tr>
<td>SCHEDULE:</td>
<td>Full Time</td>
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<tr>
<td>DUTY LOCATION:</td>
<td>New York, NY</td>
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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/oeema](http://www.si.edu/oeema)

**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](http://www.si.edu/oeema).

**OVERVIEW**

Reporting to the Digital Strategy Director, the Audience Development Manager is responsible for developing, growing, and monetizing audiences across Smithsonian Enterprise various digital channels, including newsletters, paid social, digital ads and our virtual events business. The job requires managing Smithsonian Enterprises’ newsletter and direct email business—from ideation of new products to execution of newsletters (including building, production and ad management) to list management—to ensure that we are driving traffic (delivering industry standards results), increasing subscriptions, and monetizing this distribution channel effectively. The job also involves building strategies to effectively support our digital display advertising business along with supporting advertising campaigns and other digital initiatives through effective paid social. This role requires a passion for and clear understanding of analytics to ensure successful optimizations and implementations for all digital marketing and audience development efforts.
**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:

- Collaborate with colleagues across the Media division including Editorial, Print, and Advertising on the creation and execution of all newsletters and direct emails to drive audience acquisition and engagement, digital traffic and revenue.
- Develop new audiences for our virtual events business and drive ticket by managing the day-to-day marketing strategy across creative, social media, email and display ads.
- Manage digital, email and social paid advertising, from production to optimization, using data to ensure successful delivery and exceed client expectations.
- Identify opportunities for audience engagement and growth with new digital products, including newsletters, social platforms, and podcasts
- Work with syndication partners including Apple News and Pocket to identify relevant content for promotion and republishing.

**Education/Knowledge /Qualifications:**

Bachelor’s degree (B.A.) from a four-year college or university and/or 5 -7 years of related experience training; or equivalent combination of education and experience.

- Minimum of 3 years’ experience in audience development or similar role
- Minimum of 3 years’ experience working in newsletter, paid advertising and social media platforms
- Experience in the use of web-based content management systems (including social media management systems, email marketing management)
- Analytical mind, ability to manage and parse through data to analyze and inform digital and audience strategies
- Excellent attention to detail, communication skill and an ability to multi-task, managing shifting priorities and flexible and changing deadlines
- 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.
- Strong written, verbal communications and inter-personal skills.
- Fluency in HTML, Adobe Photoshop, word processing and Excel applications.
- Skill in communicating orally and in writing with clarity necessary to carry out duties in an efficient and effective manner.

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* magazine, 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: SECareers@si.edu
Application materials submitted without salary information will not be considered.
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.
Please Statement application. the panel rating the applications, to the selecting official, or to anyone else who can affect of the conditions listed below that apply to you.

You

As explained above, your responses will not be 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:

- 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
☐ Morbid obesity
☐ Nervous system disorder: for example, migraine 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.