



Smithsonian Enterprises

Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy.

Project Manager, Retail Announcement Number SE-23-0116

Three (3) vacancies will be filled from this announcement

OPEN DATE:	11/16/2022
CLOSING DATE:	11/30/2022
PAY BAND:	M
SALARY RANGE:	\$100,000 - \$110,000 (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/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](#).

OVERVIEW

This position is responsible for managing a variety of differentiated assigned projects for the Retail Group of businesses in Museum facilities or off campus retail including: Museum Stores, Theaters, Concessions, Food & Beverage, Parking and other revenue generation businesses. The Project planning function will include all aspects of the Project management process from conceptualization, to business planning, contracting, timeline development, project development, budget management and reconciliation, execution, and lessons learned. At all times throughout the process the Project Manager will support business goals in collaboration with stakeholders within Smithsonian Enterprises and maintain the aesthetic, business and educational standards set by the Smithsonian Institution, Smithsonian Facilities, and the individual museums.

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

- Manage complex projects including preparing project briefs, project plans, project schedules, risk management plans, communication plans, budgets and any other relevant project documentation.

- Manages associated contracts with 3rd party vendors.
- Establish and maintain clear lines of communication within multi-disciplinary project teams; manages reporting processes with internal project staff, technical and support staff, external contractors and project stakeholders. Effectively communicates project expectations and timelines to team members and stakeholders.
- Ensure the progress of allocated projects is monitored and plans are devised and implemented to ensure projects adhere to timelines. Proactively manages changes in project scope, identifies and devises contingency plans when needed.
- Tracks project milestones and deliverables. Develops contingency plans as necessary to keep within time frame for completion and budget adjustments.
- Resolve any project related, technical and customer service issues with appropriate parties.
- Facilitate partnerships with SI staff in order to develop design criteria for the preservation and restoration of historic buildings and facilities.
- Participates in the SD-410 review ensuring that SE objectives are incorporated into the design and recorded.
- Participates in the Integrated Facilities Team (IFT) Meetings representing SE objectives and requirements. Distributes to SE Executives highlighting any impacts to business operations.
- Prepares and reviews design and construction cost estimates with appropriate parties, budgets and oversees specifications for small to very large construction, rehabilitation, renovation and remodeling projects; conducts pre-bid as required and if in the realm of responsibility.
- Develops project scope of work in collaboration with the project owners
- Formulates project specifications and scope, collaborating with staff when necessary, to determine the effective use of space, attractive appearance of stores, and merchandise presentation.
- Conducts pre-construction conferences; negotiates contracts in conjunction with Smithsonian Facilities (SF) project manager, addendum and change orders; and evaluates progress through all stages of the process. Interacts with SE support staff as well as internal SI groups to include, but not limited to, all branches of OSHEM, OFMR, OPDC, and OPS.
- Projects may require employee to work on site outside of regular business hours.
- On construction projects, conducts regular site visits to check progress and compliance; interprets contract documents
- Creates and maintains detailed project records, files, reports and correspondence.
- Ensures coordination with designers/project managers and/or contractors from outside firms for development of projects
- Collaborates with museum, curatorial and exhibits staff for space allocation and design ideas appropriate to their exhibits, events and collections.
- Resolves complaints and problems.

Education/ Qualifications/and Requirements

Bachelor's degree (BS) in related field (Architecture, Engineering, Construction Management, Contract Administration, etc.) and Minimum of seven to ten years related experience and training where responsibilities were progressively increased and included multiple renovations and or new projects. Advanced degree preferred, but not required

- Ability to read and comprehend technical drawings and specifications for complex, phased projects.
- Proficiency in Microsoft Office Applications
- Experience with Enterprise Asset Management programs and databases.
- Knowledge of ADA, OSHA, code, and safety requirements for safe use of public space coordinated with museum and divisional stakeholders.
- Knowledge of federal procurement requirements. Ability to develop statements of work, obtain pricing, and evaluate bids.
- Ability to develop and work within a budget
- Knowledge of industry standard best practices for facility condition assessments and enterprise asset management.

- 5-10 years of project management work experience with store/restaurant facility construction and design coordinating activities of architects, suppliers, general contractors, and tradespeople (electricians, plumbers, carpenters, and heating and cooling professionals and General Contractors).
- High level of experience working in construction industry programs including Project Management Information Systems (PMIS), Building Information Management (BIM) platforms, Microsoft Office, PowerPoint, Excel, MS Project Manager, and Microsoft Teams.
- Must possess thorough knowledge of Construction Management practices with ability to work in a team environment
- Knowledge of retail business design concepts, and developments in other museums.
- Ability to apply knowledge of general retail operations to store design and fixtures.
- Work experience with store/merchandise visual presentation market and trends.
- Ability to work with diverse personalities and all levels of museum staff.
- High level of proficiency in written and oral communication to diverse group of stakeholders reporting requirements.
- Knowledge of federal contracting practices and Federal Acquisition Regulations (FAR).

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."

<p>Please forward a resume, salary requirements and cover letter to: Application materials submitted without salary information will not be considered.</p>	<p>SECareers@si.edu Please include the position title in the subject line.</p>
<p>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 résumés will be referred to the hiring manager.</p>	

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.

DEMOGRAPHIC INFORMATION ON APPLICANTS

OMB No.: 3046-0046

Expiration Date: 7/31/2023

Vacancy Announcement No.:

Position Title:

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)

- 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 multiplesclerosis
 - 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:
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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 Budget, Office of Information and Regulatory Affairs, Washington, DC 20503.