Vacancy Announcement

Executive Editor
Senior Level Trust (Non-Federal) Position

SE-23-0171

Announcement Closes on October 11, 2023

Duty Location: Washington, DC

This position is open to all qualified candidates eligible to work in the U.S.

The Smithsonian Institution, the world’s largest museum and research complex, maintains and exhibits the National Collections and welcomes some 30 million visitors per year to its museums. Smithsonian Enterprises (SE) is a revenue-generating unit of the Smithsonian Institution, responsible for raising annual unrestricted funds to support the mission of the Smithsonian. Smithsonian Enterprises oversees the Media Group, Retail Group, Ecommerce, Smithsonian Journeys (travel program) and Licensed Products. These revenue generating activities support and further the Smithsonian mission of “the increase and diffusion of knowledge” providing revenue to support the exhibition and research programs of the Smithsonian.

Working with the SVP of Media, the Executive Editor will oversee the content, strategy, and production of Smithsonian magazine. The Editor will serve as primary editorial consultant for Smithsonian Magazine, defining and shaping the magazine’s directions and goals including managing all brand extensions of the magazine.

MAJOR RESPONSIBILITIES

Under the guidance of the SVP of Media, the incumbent will oversee directly or through subordinates the following:

• Reviews story pitches with print editorial team and decides which stories to greenlight. Ensures writers and photographers get timely and clear responses.
• Works with writers to ensure articles have been researched. Oversees coordination of third-party research resources, fact checking and proofreading to ensure that articles are accurate.
• Oversees magazine columns, monthly publications and special issues of Smithsonian Magazine
• Responsible for finding and developing story ideas for magazine issues
• Assigns and directs writers, works with the art department to develop illustrations and photographs, and edits final text on designated stories. Participates in layout sessions.
• Oversees work and direction of stories edited by Senior Editors and contributing editors. Has a primary role in final review of editorial and art content prior to publication.
• Balances and accommodates the unique status of the Smithsonian in serving its mission and maintaining a politically unbiased position while upholding the Smithsonian’s reputation for quality, integrity and balance.
• Sets deadlines for the movement of copy at each stage of the editorial process. Works to meet publication deadlines of issues.
• Works effectively with all support departments including marketing, production, circulation and online.
• Prioritizes team project and tasks with respect to importance and time available while maintaining short-and long-term focus.
• Help determine editorial calendar, with a focus on subscriber satisfaction.
• Work with production and advertising sales to ensure correct number of editorial pages per issue and correct configuration of pages in each issue.
• Oversees and is accountable for all editorial contracts (writers, photographers, illustrators, etc.) and editorial budget. Follows SI contract procedures for design and approval of contract.
• Responsible for assisting in the development of annual budgets, reviewing budgets, budget outlooks and monthly expense review with SVP of Media, Finance and SVP Finance & Administration.
• Assists in planning and coordinating the conceptualization of articles in both print and digital expression.
• Tracks workflow on various elements of the print creation process to coordinate with digital platform builds.
• Works with the technical support teams to help build systems for coordinating and managing content assets for print and digital use.
• Works with Secretary’s office for the monthly magazine column and participates in other SI projects, as requested.
• Coordinate with SVP Media to optimize strategy, projects and plans between editorial and advertising.
• Maintain shared calendar of upcoming editorial projects.
• Preview ad/edit conflicts at monthly slideshow and manage any potential conflicts.
• Work with SVP of Media, and outside consultants on future membership strategy for magazine.

Qualifications & Experience:
Bachelor's degree (B.A. or B.S.) from a four-year college or university with a minimum of 10 years of related experience in Publishing or in an editorial position performing the functions required.

• Ability to negotiate effectively with partners, vendors, and suppliers.
• Strong quantitative, qualitative, and analytical skills
• Familiarity with Contracting processes
• Demonstrated knowledge in the planning, implementation and monitoring of budgets.
• Ability to meet publishing deadlines.
• Knowledge of content/asset management systems
• Familiarity with digital media production systems
• Proficiency in Microsoft and Adobe products, and other tools for coordinating and tracking a complex set of components.
• Excellent communication and writing skills with the ability to make presentations to varied levels of staff.
• Ability to manage challenging situations requiring tact, diplomacy, and discretion.
• Ability to develop strong relationships with others, demonstrating an ability to communicate clearly and persuasively.
• Outstanding time management and planning skills, including the ability to handle multiple projects effectively and pivot when necessary.
• Strong management skills in hiring and developing a team, managing change, and creating a positive employee experience. The ability to lead and inspire diverse teams of personnel to achieve company's stated goals.

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.

Compensation:
This is an outstanding career opportunity for an individual interested in a genuine professional challenge. A competitive compensation and benefits package is being offered. No relocation expenses will be paid.

HOW TO APPLY
Who may be considered for employment: 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).

All interested parties should submit a cover letter, resume and salary requirements by e-mail directly to SECareers@si.edu. This announcement closes October 12, 2023.
The Smithsonian Institution is an **Equal Opportunity Employer**. Women, minorities, people with disabilities and candidates of all backgrounds are encouraged to apply.

The individual selected for this position is subject to fingerprinting and a full-field background investigation and will be required to file a confidential statement of employment and financial interests. This position is subject to the Smithsonian Institution’s Standards of Conduct, the Smithsonian Statement of Values and Code of Ethics, as well as the policies established by the Board of Regents and the Smithsonian administration including Senior Level compensation policy. Employment in this position prohibits from serving on the boards of for-profit corporations.

**YOUR PRIVACY IS PROTECTED**

**Trust Applicants Demographic Form**
Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.

The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you.

Please complete the optional Trust Applicants Demographic Form at:
https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-23-0171