Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy.

Director of Programming
Announcement Number SE-24-0108

**OPEN DATE:** December 4, 2023
**CLOSING DATE:** December 18, 2023
**PAY BAND:** M
**SALARY RANGE:** Up to $130,000 (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](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
- U.S. employment eligible without sponsorship

**OVERVIEW**
The Director of Programming for Smithsonian Enterprises serves as the Smithsonian Institution’s principal liaison to the Smithsonian Channel (Channel) for mission critical programming. The Channel is operated via a licensing agreement between the Smithsonian Institution (SI) and Paramount Global. In this role, the Director works collaboratively with curators, researchers and communications staff across SI, with leadership within Smithsonian Enterprises (SE), and with Smithsonian Channel/Paramount Programming executives and Marketing and Communications teams. This includes helping to develop new programming based on SI content, overseeing review of all Channel programming, and in general, serving as a facilitator, communicator and trouble shooter, with the goal of making the relationship between SI and the Channel/Paramount as productive as possible.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include, but are not limited to, the following:
- Works collaboratively and proactively with SI museums and research centers to develop proposals for Channel programming based upon or inspired by SI content, assisted by the Manager of Programming. Takes meetings with SI staff to learn about museum exhibitions, objects and priorities, to hear about ideas for programming and to give feedback that can improve proposals from museums and make them attractive to the Smithsonian Channel. When useful, may assist proposers in the writing or editing of proposals.
• Works with Channel programming executives to understand and communicate Channel programming priorities. Helps SI develop proposals featuring SI content that will fit Channel programming priorities and be commercially successful. Works collaboratively and creatively with both organizations to shape ideas that will fit the priorities of both.
• Supports the Smithsonian Networks Review Committee and attends monthly meetings, presenting updates on Channel programming and activities, and relaying any questions or concerns from committee members to the Channel.
• Communicates with the Channel regarding SI proposal submissions, including notes on proposals from meetings.
• Educates SI staff on Channel programming priorities and sections of the Channel contract, as needed.
• Oversees reviews of all Smithsonian Channel programming for factual accuracy and potential reputational damage to the Institution. When issues arise, negotiates solutions between the Channel and SI reviewers, and when necessary, consults with the SVP of Media and SE President for guidance.
• Oversees payment of quarterly invoices for review and location filming fees. Works with SE’s internal finance team to analyze and understand Channel revenue variance reports.
• Works with Paramount marketing, communications and finance teams as needed.
• Works with the SVP of Media on all relevant contractual issues.
• Supervises Manager of Programming and other staff as appropriate.
• Troubleshoots whatever issues arise, escalating to the SVP of Media as needed.

Knowledge & Qualifications Required:
Bachelor’s degree in communications or Video/Television Production from a four-year college or university and a minimum of 10 years of related experience, equipping the candidate with the knowledge, skills, and abilities to successfully perform the duties of the position.

• Minimum ten years’ experience in media organizations – with both broadcast and online expertise.
• Proven ability to scope, plan and execute media projects across divisions and across platforms.
• Experience addressing both internal and external-facing strategic issues and proven problem solving, conceptual thinking and analytical abilities.
• Demonstrated record of effective decision-making and communications skills.
• Experience finding productive compromises between parties with differing priorities.
• Proven ability to work collaboratively with diverse constituencies.
• Proven ability to work proactively to achieve defined goals in open-ended situations where the path to that goal is not always clearly defined.
• Understanding of budgets and production costs.

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."

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<th>Please forward a resume, salary requirements and cover letter to:</th>
<th><a href="mailto:SECareers@si.edu">SECareers@si.edu</a></th>
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<td>Application materials submitted without salary information will not be considered.</td>
<td>Please include the position title in the subject line.</td>
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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)

**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-24-0108](https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-24-0108)