

GRAPHICS PRODUCTION SPECIALIST (TEMPORARY/INTERMITTENT)

Smithsonian Institution Exhibits

OVERVIEW

- Open and closing dates: 05/11/2022 to 05/25/2022
- Salary: \$29.68 per hour
- Location: Landover, Maryland
- Telework eligible: No
- Appointment type: Temporary – Intermittent
- Work schedule: Intermittent (See description below)

SUMMARY

Smithsonian Institution Exhibits (SIE), located in Landover, Maryland, is seeking Graphics Production Specialists for temporary intermittent employment. SIE is the central exhibition development, design, and production unit serving the Smithsonian Institution. Required experience, skills, and qualifications are listed below.

KNOWLEDGE AND SKILLS REQUIRED FOR GRAPHICS SPECIALIST

- Experience with the use of computer software applications (i.e., Adobe Illustrator, Adobe InDesign, Adobe Photoshop, and RIP software)
- Experience with wide-format printing, mounting, and laminating processes and equipment
- Ability to safely operate a wide variety of production hand and power tools (i.e., drills, saws, pneumatic shears, laser cutter, etc.)
- Experience with installing graphic elements, such as vinyl lettering, murals, and signage
- Ability to read and interpret detailed drawings
- Ability to work efficiently and accurately in a deadline-driven environment
- Attention to detail and quality craftsmanship
- A strong work ethic and an aptitude for effective communication
- Ability to take initiative on projects with a positive, can-do attitude
- Ability to work independently but also take instruction from supervisors and shop leads

- Ability to climb ladders and work from scaffolds and aerial lifts, crouch or crawl, lift, bend, stoop, stretch, and lift objects up to 50 pounds. May lift heavier items with assistance.
- Willingness to work in other departments as needed

APPLICANT QUALIFICATIONS

- A minimum of two years' experience working in the graphics production industry
- High school diploma
- Valid driver license or government-issued ID
- Resume and professional references
- Applicants must pass a background check

INTERMITTENT EMPLOYMENT

- Intermittent appointments do not have a regularly scheduled tour of duty. Employees are scheduled as needed and their work hours may not be consistent from week to week. There is no guaranteed number of hours to be worked.
- Intermittent employees do not qualify for paid holidays and do not earn leave, except for injury (continuation of pay) leave.

HOW TO APPLY

- Your resume must be uploaded and attached to your application.
- **Please ensure that your resume contains the following:**
 - The job title, including the occupational series and grade if it is Federal
 - Job-related qualifications
 - Starting and ending dates (month and year)
 - Hours worked per week and salary

It is your responsibility to ensure all information is submitted. Failure to include this information may result in disqualification for the position.

AGENCY CONTACT INFORMATION:

Michael Reed

Smithsonian Institution Exhibits

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