



Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Title of Position: Supervisory Program Manager
Announcement Number: SITRUST-23-NASM1101
Number of Vacancy: 1

OPEN DATE: November 9, 2022
CLOSING DATE: December 20, 2022
SALARY RANGE: (\$148,484 - \$173,232)
POSITION TYPE: Trust Fund
APPOINTMENT TYPE: Indefinite
SCHEDULE: Full Time
DUTY LOCATION: Washington DC

Position sensitivity and risk
[Non-sensitive \(NS\)/Low Risk –](#)

Open to all qualified applicants

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/oema

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for 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
- Authorized to work in the U.S. without sponsorship

Conditions of Employment

- COVID-19 VACCINATION REQUIREMENTS: 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

The Smithsonian's National Air and Space Museum (NASM) is one of over 20 units that comprise the Smithsonian Institution - including museums, libraries, research centers, publications, web presence and the national zoo - and is dedicated to the increase and diffusion of knowledge to enlighten, inspire, and engage individuals of all ages. NASM collects, preserves, studies, and exhibits artifacts, archival materials, and works of art related to the history, culture, and science of aviation and spaceflight and the study of the universe. Its research and outreach activities serve all audiences, within and beyond its walls.

Learning at the National Air and Space Museum sparks curiosity and empowers learners to imagine the possibilities of our future. The Museum commemorates the past and is committed to educating and inspiring audiences to foster an appreciation for the importance of flight to humanity.

NASM is administered as one Museum in the virtual space as well as at multiple physical locations: the National Mall building; the Steven F. Udvar-Hazy Center in Chantilly, Virginia; and the Garber Facility in Suitland, Maryland. NASM provides access to the nation's aviation and space flight history to an average of between 7-9 million onsite visitors from around the world annually, making it one of the most visited museums in the world. In addition, NASM draws tens of millions of learners to its virtual programming.

The Bezos Learning Center (BLC) will be a premier learning venue – both physically and virtually- for education located at the National Mall Building. The BLC will be a critical link between learners and Smithsonian collections and scholarship, it will employ a variety of science, technology, engineering, arts and math (STEAM) learning strategies for students, and educators, and communities across the nation. The Center is the nexus whereby authentic creativity, problem solving, tinkering and innovation takes place, fostering the world's next Bessie Coleman, John Glenn, or Jeff Bezos.

Information about the role:

The incumbent in this position serves as the Director of the Bezos Learning Center (BLC) based at the National Air and Space Museum's National Mall Building location (NASM). This position provides overall leadership and direction in the planning, development, and timely execution of BLC programs that will attract/engage learners of all ages, while also serving as a member of the Education & Visitor Experience leadership team at NASM. In the first five years, emphasis will be placed on programs for middle and high school students, as well as professional development opportunities for K-3rd grade teachers. Articulation of detailed priorities, associated schedules, work assignments and program evaluation/assessment are expected.

Key responsibilities include:

- Requires the ability to lead the planning, management and execution of educational programming that will showcase and make accessible NASM content (60%) and often support pan-institutional collaboration (40%) as well as managing the overall operations of the BLC. Consistent with NASM strategic goals and objectives, the Director of the Bezos Learning Center leverages the rich collections, research, and education assets of both NASM and Smithsonian overall to develop meaningful and relevant onsite and digital experiences that engage local, national, and global audiences.
- Manages audience-focused programs involving multiple stakeholders, including working with a variety of Smithsonian education leaders, external industry partners and audience-focused community-based organizations to ensure diverse program participation at regional and national levels. Possesses a heightened level of situational awareness – to develop feasible and realistic solutions that also maintain program integrity.

Supervision

- Plans, organizes, directs, supervises, and manages the personnel and activities of an education team – including an IS-11 and an IS-9 position dedicated to the development and implementation of the youth learning experiences, and an IS-11 position focused on the digital operations and activation of programs within the BLC as well as coordination of an intern program associated with youth programs, putting into practice near-peer learning.
- Models behavior and encourages subordinate staff to establish and cultivate collaborative relationships with these organizations to advance the interests of NASM and SI and to foster meaningful connections between audiences

and NASM/Smithsonian programs.

- Oversees and coordinates complex, long-term projects. Plans and carries out the full range of supervisory and managerial authorities related to assignment of work, coordination with other programs, management advisory services, technical work direction, evaluation of subordinates, recommending selections for vacant positions, resolving complaints, proposing disciplinary actions, determining, or approving training needs, approving expenditures of funds, recommending awards and bonuses, and determining means to improve productivity.
- Exercises delegated managerial authority to set annual and multi-year plans and schedules for projects accomplished in-house and by contract. Determines goals and objectives for the team, where emphasis should be placed and how best to use resources including realignments to address shortfalls or to satisfy priority needs. Ensures the design, implementation, and achievement of performance metrics.
- Oversee the operations of the BLC, including developing operational protocols and organizing shared and collaborative use of its spaces by multiple stakeholders.
- Effectively develop and manage annual expense budgets, spending plans, reconciliation reports and other funds directed towards the BLC.

Leading Education Program Operations

- Serve as an essential staff resource and member of the BLC design and build out team, alongside the Associate Director of Education and Visitor Experience and other members of the NASM senior leadership team.
- Monitor and ensure evaluation is conducted on BLC activities – out of school programs for youth, professional development opportunities for teachers, ongoing and rotating display of student work - to ensure the achievement of desired results.
- Be responsive to requests from NASM or Smithsonian Institution advancement in preparing donor updates, alerts on potential areas of concern, and moments of celebration.
Alongside members of NASM senior leadership and colleagues within Advancement, establish and steward positive relationships with the BLCs primary donor and additional sponsors/supporters/partners.
- Create and annually review policies and procedures that foster inclusive program participation. Implement new and innovative technologies that amplify the BLCs ability to meaningfully engage audiences.
- Use the digital infrastructure of the BLC to broaden audience reach and impact through virtual programs and products that engage learners who are not visiting the Museum’s physical location in DC.

Education Program Development

- In coordination with the AD for Education and Visitor Experience, position the BLC as a space that promotes pan-institutional collaborations that align with the shared Smithsonian education strategy developed in coordination with the Office of the Undersecretary of Education.
- Establish and steward a collaborative work routine, encompassing stakeholders from across Smithsonian units and external partner organizations, focused on crafting/presenting compelling topics and resources for between four (4) and six (6) youth-focused programs annually. Ensuring these programs maintain a fresh and timely perspective.
- Develop and execute strategies focused on the inclusion of audiences traditionally under-served and from under-resourced communities to expand access to high quality content and opportunities for all learners.
- Introduce innovative strategies for developing NASM’s education programs to further the mission of the department, the Museum and SI, with particular emphasis on using the digital infrastructure of the BLC to broaden audience reach and impact.
- Connect with NASM departments, SI units and external organizations to build strategic partnerships that expand and enhance NASM’s educational programming.
- Develop program objectives and plans for education programs in alignment with the Museum’s strategic goals and identifying areas of opportunity where the Museum’s and SIs goals intersect to further amplify impact requiring collaboration with staff to plan and execute programs.

Education/Knowledge /Qualifications

In order to qualify for this position, applicants must possess one year of specialized experience equivalent to the GS-14 level, including, but not limited to: developing and managing informal educational programs with well stated goals and clear outcomes, expertise professional development efforts for PK-12 educators that ultimately enhances classroom learning, a strong understanding of the essential components of program evaluation and the ability to craft a successful evaluation RFP, able to successfully organize and track multiple simultaneously running programs, previous work stewarding collaborations and/or partnerships that involve multiple organizations.

List all education requirements or years of experience: Bachelor’s degree (B.A.) from an accredited four-year college or university and/or 5-7 years of related experience training; or equivalent combination of education and experience. A Masters level graduate degree in Education, Learning Sciences, or similar area of concentration is a plus, but not required. Completion of an executive or non-profit leadership certificate program is also a plus.

Knowledge and experience required for this role include but are not limited to:

- Experience in simultaneously managing multiple projects at different stages of development and able to plan and execute all elements of a project effectively.
- Ability to effectively align long term goals with program implementation plans to meet the educational needs of both diverse and large audiences.
- Advanced knowledge of learning in museums and other non-formal settings, alongside skill in working with school structures, curriculum, national learning standards and classroom principles.
- Extensive experience in experimenting with new learning techniques and technologies to seize new opportunities for enhancing learning.
- Understanding and commitment to creating, maintaining, and improving a diverse, equitable, respectful, and an inclusive workplace

Please note:

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery." Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

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.

To Apply:

<p>Please forward a resume, and transcript to:</p>	<p>NASMHRHiring@si.edu Please include the position title: Supervisory Program Manager in the subject line.</p>
<p>Applications received on or before Tuesday, December 20, 2022, at 5pm ET will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week.</p> <p>Once the vacancy announcement closes, we will review your experience and credentials to determine if there is a match against the requirements of this open position. What to expect next: After our review of applicants is completed, qualified candidates’ résumés will be referred to the hiring manager.</p>	

What are Trust Positions?

Trust Fund positions are unique to the Smithsonian. They are paid from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, and grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program which is similar to the federal benefit program. On job announcements, trust jobs are designated with the pay plans IS, HG, IL or AE. Federal jobs are designated with pay plans GS, WG or SL.

Relocation expenses are not paid.

The Smithsonian values employee wellness, work-life balance and offers several exceptional benefits to its employees. To review our Benefit programs please click the link: <https://www.si.edu/ohr/benefits>

We ask that the attached Applicant Demographic Survey Form be completed by candidates, except **Smithsonian Institution employees**, and returned with application materials. This form is for gathering statistical information and will not be considered a 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
- 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 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
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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.