**Career Opportunity**

This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

**Exhibition Designer (Garden)**

**Announcement Number:** SITRUST-23-HMSG1003

**Number of Vacancies:** 1

| **OPEN DATE:** | October 16, 2023 |
| **CLOSING DATE:** | November 3, 2023 |
| **SALARY RANGE:** | IS-1001-11 ($78,592 - $86,450) |
| **POSITION TYPE:** | Trust Fund |
| **APPOINTMENT TYPE:** | Temporary Appointment Not to Exceed One (1) Year |
| **SCHEDULE:** | Full Time |
| **DUTY LOCATION:** | Washington, DC |

**Position sensitivity and risk:** Non-sensitive

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**Open to all qualified applicants**

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**What are Trust Fund Positions?**

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, 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 and may 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).

**CONDITIONS OF EMPLOYMENT**

- Pass Pre-employment Background Check and Subsequent Background Investigation
- Complete a Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer.
- The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in the U.S. is not required to apply.
OVERVIEW

This position is located in the Office of Exhibits, Design, & Special Projects in the Hirshhorn Museum and Sculpture Garden. HMSG is a leading voice for contemporary art and culture and provides a national platform for the art and artists of our time. We seek to share the transformative power of modern and contemporary art with audiences at all levels of awareness and understanding by creating meaningful, personal experiences in which art, artists, audiences, and ideas converge.

This position serves as an Exhibition Designer, and reports to the Director of Exhibits, Design & Special Project. This position provides exhibition design for the renovated outdoor sculpture garden, coordinates production and installation, and provides advisory service to museum staff on 3D design and space management.

DUTIES AND RESPONSIBILITIES

Exhibition Design
- As designer for changing exterior exhibition and permanent gallery installations at HMSG, the incumbent works to develop appropriate and attractive visual ideas for exhibition presentations in consultation with curators or program officials.
- Translates curatorial ideas or suggestions into viable exhibition layouts and designs, using creativity, innovation, and knowledge of presenting three-dimensional works of art and site-specific exterior artworks.
- Prepares technical and architectural drawings and specifications for construction of exterior exhibition spaces. Follows through on all phases of the design and construction process, conceptual design, schematic design, design development, construction documents, and construction administration.
- Works as a part of a team made up of outside contractors, designers, architects, engineers, consultants, and other Smithsonian and museum staff, in the planning, design, and review of various components of the Sculpture Garden and/or other public spaces on site.

Production and Installation Coordination
- Responsible for ensuring construction, fabrication, and installation are in accord with approved design, establishing production schedules. Responsible for the preparation of forms, drawings, and specifications of their designs for exhibitions or permanent gallery spaces, as well as the proper routing to reach SI reviewers in a timely manner.
- Coordinates with exhibit preparators assigned to install exhibitions, ensuring aesthetically and technically correct installations in adherence to designer’s and curator’s best judgment. Manages exterior design projects either performed in-house or through contractors.

Procurement/Contracting
- Develops proposed budgetary and other production requirements for exhibitions assigned for design and sees that they are adhered to.

QUALIFICATION REQUIREMENTS

Experience required for this position is as follows:
- Knowledge of the principles of exhibition design and display, along with demonstrated aesthetic skill in space planning and three-dimensional design. Ability to visually communicate design ideas through the completion of drawings, sketches, renderings, diagrams, digital presentations, and other media.
- Knowledge of and proficiency in the use of CAD software (Revit, AutoCAD, Vectorworks, or SketchUp). Knowledge of topographic surveying and associated tools/software (i.e. GIS).
- Working knowledge of handling and displaying a wide variety of art objects in various media, including an understanding of object conservation best practices that would affect the display of objects for outdoor installations.
- Knowledge of construction materials for exterior applications, techniques, lighting, and other
materials to specify necessary materials and services. Knowledge of construction techniques that will facilitate coordination of outdoor installations.

- Ability to communicate effectively and provide coordination for the realization of large scale projects, connecting staff from across the organization involved in various aspects of exterior construction, fabrication, audio-visual for presentation and performance, and preparation and installation of exhibits and site-specific projects.

- Ability to communicate effectively with the artists, civil/structural engineers, landscape and building architects to prepare the design control documents for the installation of existing artworks and site-specific artistic proposals in the landscape of Hirshhorn Museum’s Sculpture Garden and Plaza while specifying appropriate materials for outdoor installations.

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.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

How To Apply:

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<tr>
<th>Please forward a resume, and cover letter to:</th>
<th><a href="mailto:HMSG-HR@si.edu">HMSG-HR@si.edu</a></th>
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<tr>
<td>Please include the position title in the subject line.</td>
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Applications received on or before Friday, November 3, 2023, at 5:00pm (EST) 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.

What To Expect Next:
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. After a review of applicant resume is complete, qualified candidates’ résumés will be referred to the hiring manager.

Relocation expenses are not paid.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the “How To Apply” section above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian’s Accommodation Procedures.

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.

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/sitrust-23-hmsg1003