Career Opportunity  
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

JPC Archive Project Manager  
Announcement Number: SITRUST-23-NMAAHCC0603  
Number of Vacancies: 1

OPEN DATE:                      Wednesday, June 14, 2023  
CLOSING DATE:               Wednesday, July 12, 2023  
SALARY RANGE:              IS-0301-14 ($132,368 -$172,075) Commensurate with experience.  
POSITION TYPE:              Trust Fund  
APPOINTMENT TYPE:    Indefinite Appointment  
SCHEDULE:                       Full Time  
DUTY LOCATION:           Washington, DC

Position sensitivity and risk
Example: Non-sensitive (NS)/Moderate Risk

Open to all qualified applicants eligible to work in the United States.

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
- 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

The National Museum of African American History and Culture (NMAAHC) explores, preserves, and shares the complexity of the nation’s past to empower people to create a just and compassionate future. The museum pursues this mission by investigating the American experience through a variety of historical lenses, including social and cultural; political and military; technological, business and work; medical and scientific; and a host of related sub-fields.

This position provides leadership, planning, management and guidance on the transfer to the Smithsonian of the Johnson Publishing Company (JPC) Archive consisting of a mixed-media archival collection of more than 4 million images and audiovisual assets co-owned by the J. Paul Getty Trust and on the management of the JPC Archive. The position will also plan, manage and guide milestone access to the public and the housing of the collection in location to be determined in the metro DC area for public access, research and viewing.

DUTIES AND RESPONSIBILITIES

- Develops, implements, and maintains project plans that meet strategic priorities. Advises the NMAAHC Director and key stakeholders in the formulation of project goals and objectives.
- Plans, manages, and conducts broad and in-depth studies regarding location, construction, remodeling, collections and records management, technology, security, regulatory compliance, visitor and reference services and staffing relating to the physical transfer and management of JPC Archive and the museum’s other archival collections. Manages, schedules and guides the development of programming, exhibitions and a JPC Archive-related publication program.
- Develops reports for the Director and key stakeholders regarding ongoing and planned activities, metrics, and results.
- Conducts risk assessments, addresses most of the risk directly and reports larger risks to management.
- Anticipates communication and strategic planning needs working in tandem with project partners to develop communication plans and milestones.
- Collaborates with Communications teams to advise the NMAAHC Director on a strategy for communications with internal and external stakeholders about the JPC Archive.
- Collaborates regularly with stakeholders to share information and participate in joint projects.
- Creates long-range forecasts for federal and trust budgets for portions of a $30mm initiative. Assesses needs and submits detailed annual spending plans. Oversees budget and monitors spending.

QUALIFICATION REQUIREMENTS

Experience: To qualify for this position, applicants must have (3) years of related experience (described below).

Experience and skill independently managing projects involving the establishment of new programs and operations at the multi-million-dollar level, especially as it relates to a large archival or other cultural heritage collection.

Experience and skill in developing and managing multi-year project schedules with the ability to analyze and report on the progress of projects with multiple internal and external components and stakeholders.

Skill developing and managing multi-year budgets with multiple funding sources.

Skill in verbal communication to advise management on project goals and objectives, and to conduct speaking engagements at seminars and conferences.

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:

| Please forward a resume, and cover letter to: | Point of Contact Name: Bruce Napper  
Email Address: NMAAHCStaffing@si.edu |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Note: Please include the position title in the subject line.</td>
<td></td>
</tr>
</tbody>
</table>

Applications received on or before **Wednesday, July 12, 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 compared against the qualification and experience requirements related to this job. After review of applicant resumes is complete, qualified candidates 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 below. 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/oema](http://www.si.edu/oema).