Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Title of Position: Public Affairs Assistant
Announcement Number: SITRUST-23-OCEA0602
Number of Vacancies: 1

OPEN DATE: Tuesday, June 13, 2023
CLOSING DATE: Friday, June 30, 2023
SALARY RANGE: IS-1305-07 ($53,105 - $58,415)
POSITION TYPE: Trust Fund
APPOINTMENT TYPE: Indefinite
SCHEDULE: Fulltime (Monday – Friday)
DUTY LOCATION: Washington, DC

Position sensitivity and risk
Non-sensitive (NS)/Low Risk

Open to all qualified applicants

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 central Office of Public Affairs is part of the Smithsonian’s Office of Communications and External Affairs (OCEA). Public Affairs’ media team is responsible for reviewing and editing news releases from all museums and science centers; providing media training for staff; pitching stories to the media and responding to routine press queries; creating a daily press report for senior management; and maintaining media lists. OCEA includes government relations, visitor services and special events offices as well as public affairs.

Information about the role:

This position is in the Media Unit of the Office of Public Affairs of the Smithsonian Institution. The purpose of this position is to handle media inquiries and provide public affairs assistance on a wide range of media projects.

KEY RESPONSIBILITIES INCLUDE:

- Assists in the preparation for publicity campaigns that disseminate information to the media.
- Works at press sign-in tables for press previews as requested.
- Writes advisories, makes edits on releases, letters, etc.
- Prepares and distributes daily news clips report
- Serves as front-line liaison with Smithsonian’s media database software vendor.
- Creates special reports with all coverage on a particular subject
- Maintains media lists and distributes news releases and posts them to press room site
- Fields requests from journalists on a range of topics: photos, general information, exhibitions, Smithsonian policies
- Assists public affairs officers with press previews, escorts TV crews in the museums
- Provides logistical support for film shoots, news, and documentary, for the Secretary and senior staff
- Works closely with Chief Spokesperson and other OPA staff

Requirements and Qualifications:

Education/Knowledge /Qualifications

To qualify for this position, applicants must possess two years of specialized experience requiring knowledge of media and communications experience in a museum, corporate or non-profit communications department

Bachelor’s degree from an accredited four-year college or university.

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

- Preferred experience working in a museum
- Highly organized to track several projects simultaneously
- Knowledge of common software such as Microsoft Office and a media database
- Able to establish working relationships with public affairs offices across the Smithsonian
- Comfortable working in a deadline-oriented environment
- Able to adapt within a small team that is part of a larger organization
- Ability to develop and adapt written materials for dissemination through a variety of media and to choose and effectively use the most appropriate means for transmitting information and evaluating the effectiveness of the plans developed to communicate with targeted audiences.

Work Environment

Work is performed in an office setting. The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meetings and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.
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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<thead>
<tr>
<th>Please forward a resume, and cover letter to:</th>
<th>Attention: Dan Baker, Administrative Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email address: <a href="mailto:ocea-admin@si.edu">ocea-admin@si.edu</a></td>
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<tr>
<td></td>
<td>Please include the position title: <strong>Public Affairs Assistant</strong> in the subject line.</td>
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Applications received on or before **Friday, June 30, 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 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).