

Career Opportunity



Smithsonian Institution

**Position & Candidate
Specification**

This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Title of Position: Supervisory Public Affairs Specialist

Announcement Number: SITRUST-23-OCEA0604

Number of Vacancies: 1

OPEN DATE:	Tuesday, June 20, 2023
CLOSING DATE:	Monday, July 3, 2023
SALARY RANGE:	IS-1035-14 (\$132,368 – \$172,075)
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 Candidates

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

This position is in the Office of Communications and External Affairs (OCEA), Office of Public Affairs (OPA). OPA manages communications for the main Smithsonian brand which includes media relations, social media, crisis communications, internal communications, and counseling senior staff on sensitive or controversial issues.

Information about the role:

The Supervisory Public Affairs Specialist will supervise a staff of Public Affairs Specialists, Writer-Editors, and others involved in public relations and internal communications work who support and manage the communications and media relations for most pan-Institution and multi-unit projects and initiatives and provide media relations services for SI units that do not have public affairs staff. This role will report to the Director of OPA.

KEY RESPONSIBILITIES

Supervision

- Provides overall management and direction over the staff performing public affairs, social media, writing/editing, and website management duties. May also oversee the work of contractors and/or of ad hoc teams assembled for special 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, setting performance standards and evaluating subordinates, selections for non-supervisory positions, resolution of complaints, disciplinary actions, identification of training needs, recommendations for awards, and determining means to improve productivity of the staff.

Media relations

- Plans, directs, and executes national and international communications campaigns to convey complex information concerning Smithsonian programs, research on program-related areas, responsibilities, and outreach activities. Establishes and maintains effective working relationships with members of the top tier national and international news media, specialized groups interested in SI programs, as well as with non-SI museums and various academic and research organizations.
- Responds to information requests from local, regional, national, and international news media, as well as specialized and general publics, on various programs in written and oral form, often requiring detailed explanations of performance in a particular situation.
- Provides guidance, assistance, and consultation to other PA specialists in SI museums and research centers in initiating and maintaining direct contacts with the public, specialized groups, community, and governmental entities, etc.
- Evaluates community relations and outreach programs and recommends modification when appropriate.
- Prepares and/or oversees articles for publication in print, broadcast, and online media.
- Serves as principal advisor to the Director of OPA and the Assistant Secretary for Communications and External Affairs on all media matters.
- Works with Office of Government Relations on congressional communications, when needed.
- Performs related duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

Education/Knowledge /Qualifications:

- To qualify for this position, applicants must possess one year of specialized experience requiring knowledge of media, public relations, and internal communications experience in a museum, corporate or non-profit communications department.
- Bachelor's degree in journalism or communications or related field, required or Master's degree in a related field, preferred

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

- Excellent leadership abilities with experience coaching and developing others
- Solid understanding of cloud technologies and the local technology landscape
- Ability to synthesize information from a large group of stakeholders into concise messaging
- Research and analytical skills, with the ability to quickly identify trending topics and issues with a defined point-of-view
- Proven communicator with senior executives and leadership teams
- Well-developed and maintained media relationships with business, technology, and public sector press
- Demonstrated success implementing strategic communications and public affairs programs and tactics
- Experience using digital communications and social media platforms for clients
- Strong organization, prioritization, and project management and multi-tasking skills
- Ability to work efficiently under pressure, in a fast-paced environment and maintain quality
- Excellent writing, editing, and verbal communication skills with strong presentation skills

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:

Please forward a resume, and cover letter to:	Attention: Dan C Baker, Admin Officer Email address: OCEA-ADMIN@si.edu Please include the position title: Supervisory Public Affairs Specialist, IS-1035-14
Applications received on or before Monday, July 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 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/oeema.

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>