Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Title of Position: Education Specialist (Programs)
Announcement Number: SITRUST-23-RWORP0703
Number of Vacancies: 1

What are Trust 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 for position designated as low risk
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Authorized to work in the U.S. without sponsorship
OVERVIEW

The Our Shared Future: Reckoning with Our Racial Past (RWORP) pan-Smithsonian initiative mission is to explore the history and legacy of race and racism in the United States and globally. The initiative will convene stakeholders and collaboratively develop programs and processes that support a measurable shift towards equity by exploring the complicated history and legacy of race and racism in U.S. communities and institutions. Through these programs, partnerships, and process we will reach local, regional, and national audiences served by partner organizations exploring the history and legacy of race and racism and the organizations themselves. Using an iterative process, RWORP will ground it’s work in evaluation, hold inclusive convenings with their partners, share best practices for internal processes, and ensure the use of effective and transparent communication. The foundational pillars of the initiative focus on the following six areas: Race and Wellness; Race and Wealth; Race

For additional information about RWORP, please visit: https://oursharedfuture.si.edu/

We are currently seeking an Education Specialist. This person will report to the Director of Reckoning with Our Racial Past to develop, project manage, and present educational programs for the initiative. These programs include Conversations on Race, as well as additional on-site and off-site educational programs.

KEY RESPONSIBILITIES INCLUDE:

- Develops, coordinates, delivers, and evaluates virtual, on-site and off-site educational programs
- Guides and contributes content to educational programs such as the Conversations on Race online and in-person programs by relating historical moments from the Smithsonian to better understand contemporary culture and current events.
- Works with other Smithsonian offices and museum staff to ensure content is of the highest caliber and incorporates the most recent data, research and historic understanding.
- Researches and keeps abreast of developments in the field and advises on how to incorporate new developments into the initiative’s programming in order to develop inclusive educational learning opportunities.
- Serves as project manager for assigned programs.
- Manages program logistics, including the preparation of materials, budgets, and resources for each educational program.
- Contributes to grant proposals for funding and assists in managing grants received.
- Serves as contracting officer’s representative (COR) for contracts with presenters, venues, and other needs of the program.
- Other duties as assigned

Qualification Requirements:

- Experience in communicating with a broad range of audiences about the history and legacy of race and racism in the United States. Please include examples of personal judgment on selecting and presenting these difficult topics.
- Experience in communicating these issues employing newly developed technology or outreach platforms.
- Experience planning, executing, and overseeing a wide range of programming for a Museum or cultural institution that engages learners of all ages.
- Knowledge or direct skills in the best practices and latest technologies for producing programs.
- Ability to develop a strategic approach to creating a variety of in person, digital, and virtual programming that is both engaging and innovative.
- Demonstrated ability to problem solve creatively.
- Ability to work both independently and as part of a team as situations require.
- Experience with the various components of producing in-person and digital programming, including script writing/review, developing story lines, overseeing film shoots, directing, using digital assets, working with editors/editing and overseeing digital asset management and archiving.
• Experience working with scientists, academics, and other experts to create topical, interesting, educational programming that may be developed several ways to make information accessible to different audiences and learners.
• Experience briefing leadership with efficient updates on current and developing work, with an understanding of appropriate points when leadership needs to provide input or weigh in on discussions/decisions.
• Ability to work in spreadsheets to manage program budgets and determine cost-effective purchases for the department.

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.

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.

How To Apply:
Please forward a resume, and cover letter to:

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<th>TRAVIS HELMS</th>
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<tr>
<td>Project Director</td>
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<td><a href="mailto:RaceInitiative@si.edu">RaceInitiative@si.edu</a></td>
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Please include the position title: in the subject line.

Applications received on or before Friday, August 4, 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, we will review your experience and credentials to determine if there is a match against the requirements of this open position. After our review of applicants is completed, 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 Human Resources Specialist listed. 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