We are currently accepting applications to fill the following vacancy:

Title of Position: Information Technology Specialist
Announcement Number: SITRUST-23- RWORP0704
Number of Vacancies: 1

OPEN DATE: July 17, 2023
CLOSING DATE: August 4, 2023
SALARY RANGE: IS-2210-13 ($112,015 - $145,617)
POSITION TYPE: Trust Fund
APPOINTMENT TYPE: Temporary
SCHEDULE: Full Time
DUTY LOCATION: Washington DC

Position sensitivity and risk: Non-sensitive (NS)/Low Risk
Open to all qualified applicants

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 Information Technology Specialist. This person will report to the Director of Reckoning with Our Racial Past to develop and implement the digital strategy and digital content for online, new media, social media, and various digital platforms in support of the initiative’s programs and operations. These programs include Conversations on Race, as well as additional on-site and off-site educational programs.

KEY RESPONSIBILITIES INCLUDE:

1. Incumbent works with RWORP’s management to develop strategy for online, new media, social media, and various digital technology platforms in support of the initiative’s programs and operations. Is responsible for monitoring emerging trends and identifying opportunities for the initiative to extend its programs and enhance its mission through technology. Advises the initiative’s Director and Project Director on new web technologies, new media products, and new ways to build and extend the initiative’s brand into a virtual and physical environment. Advises on the technical architecture, standards, and tools required to manage the initiative’s digital assets. Investigates external contacts and partnerships to advise and assist the initiative. Represents the initiative at professional and industry conferences and in other appropriate venues.

2. The incumbent oversees operations of the office, implementing technology strategy and RWORP’s digital initiatives. Evaluates alternatives and ensures that the initiative, its offices, and staff have appropriately robust technology and support to undertake its programs and projects. Develops, monitors, and adjusts project plans (including scope, resources,) and schedules. Collaborates with Smithsonian central offices to determine future trends, ensure effective use of resources and maximize impact through integrated digital information systems.

3. Responsible for direction, production, and editing of digital content, which includes video, audio, and written formats. Supervises the digital content teams, including videographers, writer/editor, and social media producers. Oversees development of content including budgeting, scripting, editing, review, user testing, and final production. Ensures that intellectual property rights have been cleared and documentation is available for any copyrighted materials used. Follows established guidelines, precedents, and policies for content production to target specific audiences, based on user-centered design principles.

4. The incumbent has broad responsibility for project coordination, program development, program implementation, and overall functionality of RWORP’s digital platforms. Works with the RWROP team to plan multimedia content and programmatic needs of the facility and the milestones necessary to achieve those goals. Monitors the programs and assesses them for effectiveness. Recommends to supervisor enhancements or changes to the programs to ensure visitor satisfaction, security of objects, and quality of programs.

5. Supervises staff in programming, new media, content development and technical support plus contractors as required. Plans and assigns work based on priorities, job requirements, and employee competency. Responsible for developing clearly articulated personnel functions and assignments, deadlines and priorities, staff training and development, performance plans and appraisals, and recommending promotions, awards,
and other personnel actions. Coordinates projects across offices. Provides on-the-job and/or outside training to develop staff capabilities and keep employees abreast of advances in their fields of expertise.

6. Responsible for the office budget, including review and cost benefit analysis of all digital initiative programs. Determines program resources needed to achieve RWORP’s priorities. Prepares an annual budget, provides needed justification, and submits budget for approval. Makes sub allocations for projects to subordinate staff and monitors and adjusts subsequent expenditures for accuracy and optimal utilization. Serves as Contracting Representative for technology projects, drafting the scope of work, monitoring contractor performance, and ensuring successful completion and payment for work. Supports management in fundraising for the office and its programs. Writes grant proposals, letters of solicitation, acknowledgments, and support documentation. Meets with corporate and foundation representatives to explain programs.

7. Performs other duties as assigned.

Requirements and Qualifications:

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

Expert knowledge of digital content development best practices and analysis for web and social media to include SEO, video production for the web and advanced web analytics.

Expert knowledge of current web technology and tools, as well as understanding of the mobile experience and the online user experience.

Knowledge and expertise in facilitating and maintaining websites using standard editing and imaging tools, CSS, HTML, and content management systems. Experience with Drupal preferred.

Web and digital engagement techniques; and industry standards and best practices. When regulations and guides do not cover specific situations, the incumbent is often required to interpret and reconcile directives.

Knowledge of a broad range of interactive technologies and their potential use for educational programming in order to create and disseminate educational content.

Skill in the use of a variety of computer software in order to effectively operate software programs in a highly technical environment.

Skill in multimedia production, including photography and video production.

Skills in organization, project management, team collaboration, attention to detail, and ability to meet deadlines.

Skill in oral and written communication in order to exchange information; collaborate with individuals at all levels; and prepare and present a variety of written documents.

Digital and video outreach is a critical gateway to the vast amount of knowledge stored at the Institution, and an equally important means of accomplishing the mission of RWORP. The work directly supports the objectives of the site, as well as the administrative processes of the program.

Planning, researching, developing, implementing, and evaluating web and new media projects, including the creation of a new video and photography department.

The soundness of the incumbent’s judgement and expertise is critical to the successful accomplishment of the RWORP mission in communicating the history and legacy of race and racism in the United States and globally to positive social change and build a more equitable shared future, which in many cases involves the use of newly developed technology or outreach platforms.

Coordination with Smithsonian units, user groups and other organizations is required.
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:

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<th>Please forward a resume, and cover letter to:</th>
<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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<td>Please include the position title: in the subject line.</td>
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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/oema](http://www.si.edu/oema)

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](https://www.si.edu/ohr/benefits)