

**Career Opportunity
This is not a Federal Position**

We are currently accepting applications to fill the following vacancy:

Program Assistant
Announcement Number: SITRUST-23-TSA0903
Number of Vacancies: 1

OPEN DATE:	September 11, 2023
CLOSING DATE:	September 25, 2023
SALARY RANGE:	\$47,789 - \$54,159
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Excepted Trust Indefinite
SCHEDULE:	Full Time
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
- Complete a Probationary Period
- 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

Smithsonian Associates (SA) leverages the vast resources of the Smithsonian Institution to create a broad array of public programs for Associates members and the public, in the Washington area and across the country. Associates offers a widely diversified program of performing arts, films, lectures, seminars, courses, study tours, teacher and student workshops, children's theater, and summer camp, developed from Institutional and other resources. Audiences of all ages explore the best in scientific, historic, artistic, and cultural expression drawn from the United States and around the world. Through their participation, members and the public become involved in the Institution's work, creating broad interest and support for the Smithsonian.

Smithsonian Associates is looking for an Operations Coordinator to help facilitate the day-to-day tasks primarily associated with the Youth and Family program formats. The incumbent should be an independent, energetic go-getter, able to manage multiple projects, prioritize responsibilities and deliverables, adapt to new challenges, and operate effectively in a fast-paced work environment. The ideal candidate will be a creative thinker who enjoys being part of a team. Those with experience in an office administration role are encouraged to apply. Individuals with interests in youth and family programs including summer camp and children's theater are strongly encouraged to apply.

DUTIES AND RESPONSIBILITIES

- Prepares, submits, and tracks all necessary administrative forms (e.g., contracts, purchase orders, program detail sheets, bus orders, handouts, AV and space requirements, volunteer requests, event/change forms, program evaluations, supply orders, etc.) in a timely fashion.
- Helps with and ensures that all logistical and technical arrangements for programs are in place.
- Maintains a well-organized file on each assigned program containing all pertinent information relating to its implementation.
- Notifies relevant parties (presenters, participants, staff, et al.) in a timely manner should a program be cancelled, moved, or postponed for any reason.
- Attends programs as assigned to supervise and/or assist instructors, actors, school groups, managers, volunteers, and vendors.
- Assists in training and supervising interns and program/office volunteers as appropriate.
- Tracks expenditures for assigned programs, reviewing bills for accuracy and submitting approved invoices for payment.
- Reviews related monthly reconciliation statements.
- Prepares budget reports and financial summaries for individual programs as assigned.
- Prepares correspondences, printed programs, program notes, etc.
- Provides phone and window coverage for advance and day of ticket sales.
- Monitors Discovery Theater phone lines and responds to customer questions.
- Manages all aspect of individual and group sales (e.g., ticketing and payment processing) and related box office duties.
- Sets up and maintains the DT season in Tessitura
- Assists in the maintenance of social media platforms with the aim of providing content and stimulating sales, occasionally contributing original content.
- Other duties may be assigned.

QUALIFICATION REQUIREMENTS

- Excellent written and verbal communication skills.
- Detailed oriented with strong organizational and analytical skills.
- Self-starter capable of taking ownership of required tasks and responsibilities.
- Interpersonal skills with demonstrated poise, tact, and diplomacy.
- Ability to manage multiple tasks with various deadlines and set priorities.
- High level of proficiency in Windows Office programs. Familiarity with Adobe, other related software programs and Tessitura is a plus.
- Knowledge of museum, education, and/or liberal arts programs as it relates to clerical and administrative functions of an office.

- Group sales and Box Office experience is beneficial.

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: Associates-Careers@si.edu Please include Operations Coordinator in the subject line.
Applications received on or before September 25, 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.	
<p>What To Expect Next:</p> <p>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.</p>	

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 above. 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.

YOUR PRIVACY IS PROTECTED

Trust Applicants Demographic Form

Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.

The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you.

Please complete the optional Trust Applicants Demographic Form at: https://www.si.edu/ohr/jobs_public/trust-eeo/jr/sitrust-23-tsa0903