Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Digital Editor, Museums
Announcement Number: SE-24-0117
Number of Vacancies: One

OPEN DATE: January 19, 2024
CLOSING DATE: February 5, 2024
PAY BAND: K
SALARY RANGE: $80,000 – $95,000 (Commensurate with Experience)
POSITION TYPE: Trust Fund
APPOINTMENT TYPE: Indefinite
SCHEDULE: Full time
DUTY LOCATION: Washington, DC

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
This position is responsible for conceptualizing, creating and managing editorial content about the Smithsonian Institution’s museums, scientific research, collections, and scholarly expertise for the online platform for Smithsonian magazine. This role is the liaison to the Institution’s curatorial and research staff, building connections and relationships that strengthen the editorial content published by the magazine.

DUTIES AND RESPONSIBILITIES
• Responsible for assignment and story editing for Smithsonianmag.com, taking leadership of the At the
Smithsonian vertical, supporting other editors on coverage related to the Smithsonian Institution and meeting goals in terms of content production, audience metrics, and revenue. Create and maintain an editorial calendar for At the Smithsonian coverage.

- Recruit, manage, and work with freelance journalists and editors: Assign stories, negotiate contract terms, edit content.
- Attend museum events, exhibit openings, behind-the-scenes exclusives, and represent the magazine in meetings with public information officers across the Smithsonian.
- Cultivate working relationships with Smithsonian curators and scientists, bringing the best of their research to magazine readers.
- Collaborate with colleagues in the Smithsonian Institution on coverage of areas of special interest, including race, women’s history, civic engagement, and other relevant topics.
- Oversee the Smithsonian Voices blog platform, recruiting and training new writers, developing best publishing practices for SEO and audience reach, offering editorial and technical support, and encouraging extensive and vibrant use of the publishing tools available to them.
- Monitor trending topics in the news and on social media, identify opportunities to further engage with readers on Smithsonianmag.com, including monitoring major anniversaries, and upcoming theatrical and television releases.
- Publish content and photos into content management system
- Contribute to brand extension properties including original videos, podcasts, live events and other new initiatives
- Collaborate with print magazine editors on coverage of the Institution and identify opportunities for cross-pollination of ideas and content
- Monitor audience metrics and adapt strategies for enhancing audience growth and revenue

**QUALIFICATION REQUIREMENTS**

**Education and Experience:** To qualify for this position, applicants must possess a bachelor’s degree (B.A.) from an accredited four-year college or university and at least 7 years of related experience (described below); or an equivalent combination of education and experience.

Experience required for this position is as follows:
- A minimum of seven (7) years of web editorial experience; publishing experience preferred.
- Minimum of 7 years’ experience in Web and print journalism with interest in history, art, and/or science.
- Knowledge of HTML, Adobe Photoshop, content management systems, project management platforms.
- Excellent written, verbal, research, strategic, organizational and analytical skills necessary to carry out duties in an efficient and effective manner. Prior experience working in online publishing preferred.
- Demonstrated ability to juggle multiple assignments and meet deadlines in a fast-paced environment.

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:

<table>
<thead>
<tr>
<th>Please forward a resume, and cover letter to:</th>
<th><a href="mailto:SECareers@si.edu">SECareers@si.edu</a></th>
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<tr>
<td>Please include the position title in the subject line.</td>
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Applications received on or before **February 5, 2024, 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).

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 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/oema.

**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/se-24-0117](https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-24-0117)