Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

**Projectionist**
Announcement Number: SE-24-0129
Number of Vacancies: Two

**OPEN DATE:** March 22, 2024  
**CLOSING DATE:** April 5, 2024  
**PAY BAND:** F  
**SALARY RANGE:** Up to $45,000 (Commensurate with Experience)  
**POSITION TYPE:** Trust Fund  
**APPOINTMENT TYPE:** Indefinite  
**SCHEDULE:** Full time  
**DUTY LOCATION:** Washington, DC & Chantilly, Virginia

**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**
The Projectionist operates IMAX digital and IMAX film projectors, conventional digital cinema projectors, 16-, 35-, and 70-mm film cinema projectors, various audio/visual equipment (including a range of ADA equipment), digital dome projection and sound systems, PowerPoint and similar presentation projectors, meeting room A/V systems, theater and planetarium audio and lighting systems, computers, and other audio/visual systems, as needed.
The Projectionist will work at either the Albert Einstein Planetarium (National Air and Space Museum), or the Airbus IMAX Theater (National Air and Space Museum Udvar-Hazy Center).
ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Develops and maintains knowledge and skills used to operate existing and new equipment. Studies, understands, and follows policies and procedures related to the theaters, including related technical and safety issues.
- Follows a very flexible work schedule that may include early mornings, late nights, or occasional overnight work.
- Notifies supervisor immediately in the event of any problem with operation of any piece of equipment or system that affects the quality of shows.
- Provides routine technical maintenance of selected projectors and A/V systems, such as changing projection lamps, cleaning filters, and other tasks as needed/required.
- Escorts and assists vendors during preventive maintenance and emergency repair sessions.
- Professionally interacts with theater patrons and museum visitors as well as co-workers and associates. Answers questions, and completes other duties as assigned.
- Maintains and updates an inventory of theater content on hand including hard disk drives, film prints, and/or other media.

QUALIFICATION REQUIREMENTS
Education & Experience:
Associate's degree (A. A.) or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

Experience required for this position is as follows:
Ability to work weekends and holidays, as well as weekdays and evenings, is required, in order to meet the demands of the Smithsonian Theaters 364-day-per-year public schedule and schedule of special events.

- One year of general experience in the operation and maintenance of audio/visual equipment or one year experience as a professional digital dome theater console operator is required.
- Applicant must be familiar with audio/visual equipment and able to perform basic service and repair, and operate a wide range of electrical, electronic, and optical equipment.
- Must be experienced operating cinema and/or digital dome and theater sound and lighting systems.
- Must demonstrate an ability to readily acquire new skills and learn on the job.
- Punctual and reliable attendance is required.
- Ability to work weekends and holidays, as well as weekdays and evenings, is required, in order to meet the demands of the Smithsonian Theaters 364-day-per-year public schedule and schedule of special events.

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: SECareers@si.edu Please include the position title in the subject line.
Applications received on or before **April 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/oeeea](http://www.si.edu/oeeea).

**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-24-0129](https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-24-0129)