Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Editorial Features Director
Announcement Number: SE-24-0133
Number of Vacancies: One

OPEN DATE: April 24, 2024
CLOSING DATE: May 1, 2024
PAY BAND: N
SALARY RANGE: Commensurate with Experience
POSITION TYPE: Trust Fund
APPOINTMENT TYPE: Indefinite
SCHEDULE: Full time
DUTY LOCATION: Washington, DC

Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk
Open to Current Smithsonian Enterprises Employees Only

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, Transis/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.
- Trust applicants must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement.

OVERVIEW
This position oversees the editorial work of Senior Editors by guiding the conception, development and final shape of all Smithsonian Magazine feature stories to help ensure overall quality and a unified editorial vision. The Editorial Features Director also regularly commissions and edits feature stories for the magazine and online.
DUTIES AND RESPONSIBILITIES

- Takes a leading role, in consultation with the Executive Editor, in conceiving and developing feature stories, thematic magazine packages, and special issues to establish a consistent editorial perspective and strategic approach.
- Reviews story proposals from Senior Editors with Executive Editor to help decide whether to pursue and assign new articles.
- Reads multiple drafts of all in-progress feature stories and provides ongoing editorial feedback in meetings with Senior Editors and/or in detailed written memos to ensure final story drafts are balanced, well-structured, and sufficiently researched and reported.
- Once Senior Editors complete their edits of feature stories, performs a detailed “top edit” of all feature stories to ensure coherence, style, clarity, and polish to meet *Smithsonian’s* high standards and prepare them for publication.
- Serves a primary role in defining the magazine’s broader directions and goals.
- Consults with Executive Editor on headlines and decks for feature stories as well as headlines for the magazine cover.
- As an assigning editor, finds and develops feature story ideas on an ongoing basis, assigning them to writers and guiding them into final form.
- As an assigning editor, directs writers; edits text; works with the picture department to develop illustrations and photographs; works with fact-checkers; drafts captions and display copy.
- Helps select forthcoming books for possible excerpting; produces excerpts and adaptations when appropriate by working with publishers and authors.
- Participates in special initiatives, including live events, whether virtual or in-person, and podcasts.

QUALIFICATION REQUIREMENTS

**Education and Experience:** To qualify for this position, applicants must possess a bachelor’s degree (BS or BS) from a four-year college or university, and at least ten years of relevant work experience equipping the candidate with the knowledge, skills, and abilities to perform successfully the duties of the position.

Experience required for this position is as follows:

- Comprehensive ability to produce stories that are aimed at a general rather than a technical or specialized audience. Such skills are usually acquired by extensive experience with a magazine aimed at a general audience or in the features area of a major newspaper.
- Experience in all aspects of editorial operations: story conception, assigning and managing writers in the field; conception of illustrations; text editing.
- Both in terms of conception and execution of stories, imagination and creativity are of primary importance, as is demonstrated initiative in finding and producing stories.
- Applicant should have a well-developed network of sources and extensive knowledge of writers who work in the field and who can produce material that meets *Smithsonian* standards. The individual must also be able to serve as a generalist who can apply story management skills in other areas.
- Ability to advise and direct authors in regard to story approach, reporting, organization, characterization, narrative and exposition. Ability to line edit and rewrite when necessary.
- Experience with Adobe K4, InCopy applications required.
- Knowledgeable of Microsoft Office Applications
- Excellent written, verbal, research, strategic, organizational and analytical skills necessary to carry out duties in an efficient and effective manner.

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:

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<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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<td>Please include the position title in the subject line.</td>
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Applications received on or before **May 1, 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/oeema](http://www.si.edu/oeema).