Career Opportunity
This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Theater Technical Manager
Announcement Number: SE-24-0143
Number of Vacancies: One

OPEN DATE: July 25, 2024
CLOSING DATE: August 8, 2024
PAY BAND: I
SALARY RANGE: $80,000 - $90,000 (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 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.
• Trust applicants must meet all qualification and eligibility requirements within 30 days of the closing date of this announcement.

OVERVIEW
The Theater Technical Manager is responsible for all facets of the technical operations and supervision of the theaters. This includes maintaining and overseeing all operational functions of the IMAX Projection system, Planetarium, and all ancillary projection systems (digital/video equipment) housed within the IMAX theater(s) and Planetarium, and all relevant AV equipment required for events occurring within the IMAX theater(s) and Planetarium.
DUTIES AND RESPONSIBILITIES

- Oversees all facets of theater technical operations. This includes scheduling and supervision of IMAX Projectionists, as well as all required technical maintenance for all ancillary equipment within the IMAX Theater(s) (including projection, computers, sound, lighting and 3D glasses cleaning machines and equipment) and Planetarium.
- Serves as point person for all film schedule requests and sends corresponding updates to all Theaters staff.
- A minimum average of one shift per week needs to be maintained at secondary theater sites.
- Performs maintenance on IMAX projection system as specified by the terms of the Service Partnership Programs agreement with IMAX and the Client Technician Procedures manual.
- Assists Planetarium in all ongoing maintenance and programming needs.
- Programs and monitors all playback units, mixing consoles, lighting equipment, and other audiovisual systems housed within the IMAX Theater.
- Correctly synchronizes picture with sound, making the appropriate speaker placement selection for each film or speaker, and selects and places microphones.
- Prepares, assembles and assesses the condition of motion picture prints and slides.
- Inspects, cleans and repairs slides and 15/70mm motion picture films.
- Prepares film for transport.
- Works with supervisor to create and implement short term and long-term operations improvements, upgrades, and maintenance of technical equipment.
- Ensures that all safety regulations are followed and that all areas of projection booth are properly maintained.
- Trains new projectionists and technical staff and provides on-going technical training in all areas for all theater staff.
- Develops and updates technical procedures and manuals for theater staff.
- Schedules projectionists so that all shifts and events are adequately covered.
- Coordinates the technical requirements of any Special Events with appropriate personnel and staff.
- Keeps track of special event man-hours and forwards report to appropriate department for billing.
- Keeps a complete and up-to-date inventory of physical property housed within or associated with IMAX projection booth.

QUALIFICATION REQUIREMENTS

Education and Experience: To qualify for this position, applicants must possess a Bachelor's degree; and least 5 years of related experience (described below); or an equivalent combination of education and experience.

Experience required for this position is as follows:

- IMAX SPP Certification is required.
- A minimum of 600 hours operating large-format projection equipment is required.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to read mechanical drawings.
- Ability to use basic test equipment (OSC, DVM).
- Must possess knowledge of basic plumbing procedures, pneumatics, audio fundamentals and electrical circuitry.
- Ability to work evenings, weekends, and holidays in order to meet the demands of the theaters 364 day per-year schedule and extensive 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:

<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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<td>Please include the position title in the subject line.</td>
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Applications received on or before **August 8, 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).

**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-24-0143](https://www.si.edu/ohr/jobs_public/trust-eeo/jr/se-24-0143)