We are currently accepting applications to fill the following vacancy:

Sr. Associate Digital Editor, History
Announcement Number: SE-24-0144
Number of Vacancies: One

OPEN DATE: July 31, 2024
CLOSING DATE: August 7, 2024
PAY BAND: I
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, 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
This position is located in the Smithsonian Enterprises media group, and is responsible for conceptualizing, creating and managing editorial history content for the online platform for *Smithsonian* magazine. The incumbent reports to the Digital Editorial Director.
DUTIES AND RESPONSIBILITIES

• Perform the role of lead history editor for Smithsonianmag.com, taking leadership of the history vertical, supporting other editors on history coverage and meeting goals in terms of content production, audience metrics, and revenue
• Work with freelance writers and editors: Assign stories, negotiate contract terms, edit content
• Manage the process of updating older stories for increased reader engagement. This process includes: consulting with experts on Search Engine Optimization (SEO) on best practices and story curation, assigning, writing and editing archival articles with updates, keeping up-to-date with latest SEO news, identifying new opportunities to boost search traffic.
• Build monthly traffic reports on editorial content and distributing them to colleagues.
• Mentor interns with a focus on writing about history for a general interest publication, setting their daily schedule and ensuring they leave internship with a strong educational experience. Oversee the onboarding process and serve as liaison with university administrators.
• 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
• Conceptualize new editorial products and produce “proof of concept” rollout plans and audience development strategies for them
• Monitor trending topics in the news and on social media, identify opportunities to further engage with readers on Smithsonianmag.com
• Publish content and photos into content management system
• Recruit and manage writers and editors for various history-related “beats” on the site and other digital products
• Create and maintain an editorial calendar for history coverage
• Collaborate with print magazine editors on history coverage and identify opportunities for cross-pollination of ideas and content
• Monitor audience metrics and adapt strategies for enhancing audience growth and revenue
• Work with advertising sales, e-commerce, and other revenue-generating areas of the digital media team to create new concepts and ideas for monetization.

QUALIFICATION REQUIREMENTS

Education and Experience: To qualify for this position, applicants must possess a Bachelor’s degree (B.A.) in English, science or journalism from a four-year college or university and/or at least 5 years of related experience or training; or equivalent combination of education and 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:

• A minimum of five (5) years of web editorial experience; Prior experience working in publishing preferred.
• Minimum of 5 years’ experience in Web and print journalism with interest in history, particularly archaeology and American history.
• Knowledgeable of Microsoft Office Applications
• Knowledge of HTML, Adobe Photoshop, content management systems
• Excellent written, verbal, research, strategic, organizational, and analytical skills necessary to carry out duties in an efficient and effective manner.
• 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 **August 7, 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).