



Smithsonian Enterprises

Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Digital Project Manager & Producer Announcement Number SE-18-0141

OPEN DATE:	September 5, 2019
CLOSING DATE:	September 19, 2019
PAY BAND:	H – I
SALARY RANGE:	\$60,000 - \$70,000 Commensurate with Experience
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full Time
DUTY LOCATION:	Washington, DC

Who may be considered for employment: All qualified candidates eligible to work in the United States. The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process please call 202-633-6409 (TTY).

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.

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation
- Complete a 1 year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service

SUMMARY:

The Digital Project Manager & Producer is responsible for managing client expectations, schedules, budgets, assets, and scope. From conception and design to development and implementation, the incumbent will efficiently plan and prioritize all deliverables and resources working across multiple projects. Reporting to Director, Digital Services and Technology, the project manager works closely with creative, strategy, and technology teams to produce products specifically designed to meet the needs of clients.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Manage digital projects, including:
 - Coordinate and manage projects from start to finish.
 - Manage the business pipeline's project portfolio.
 - Manage leads, creation of statements of work, and memorandum of understandings.
 - Creating, maintain and report project scopes, schedules and milestones.
 - Regularly engage with clients through each step of the production process and provide post-project support.
 - Attend weekly production meetings that highlight project needs, allocate staff resources, and discuss developer resources.
- Manage project resources from various groups.

- Generate and submit invoices and coordinate SE accounting on payment schedules, activity codes and payment receipts.
- Meet revenue generation projections and expectations each fiscal year.
- Assemble project teams, assign individual responsibilities, develop project schedules, track project deliverables and maintain responsibility for determining and acquiring resources needed.
- Closely manage estimates and timelines for all projects assigned to ensure projects remain on-time and on-budget.
- Makes decisions and recommendations using project goals and strategies.
- Plan and execute client meetings, gather assets and produce content into our content management system.
- Responsible for quality assurance testing by reviewing projects to ensure adherence to project deliverables and client goals.
- Understand internal and external goals and work collaboratively to achieve and exceed results.
- Foster strong rapport with clients and act as a customer champion. Maintain a continuous focus on the customer and the customer experience. Interact with customers to understand their needs, perform business analysis, troubleshoot problems, and identify solutions that meet their needs.

Secondary Functions/Responsibilities:

- Work hands-on with various Content Management Systems (CMS), adding in client assets such as images and text.
- Provide design assistance and support.
- Train internal stakeholders on the use of the Content Management System.
- Provide support to new and existing clients and assist in website issues related to the CMS or escalate issues to the Director, Digital Services & Technology.
- Monitor shared email accounts and respond to customer service feedback and requests.
- File bugs reports when necessary.
- Support SE's media team on projects and initiatives
- Support SE's travel business on projects and initiatives

EDUCATION, QUALIFICATIONS AND REQUIREMENTS:

- Bachelor's degree (B.A.) from a four-year college or university and/or 5-10 years of related experience training; or equivalent combination of education and experience.
- 3-5 years of project management experience, preferably in a client-facing role.
- PMP Certification/Certified Scrum Master or equivalent experience preferred.
- Knowledge of Asana Project Management Software Tool.
- Fluency with Adobe Design and Microsoft Office products.
- Familiarity with website analytics, content management systems and digital marketing platforms.
- Familiarity with content management systems such as Drupal, WordPress or Django.
- Experience working on software development projects; an understanding of web technologies and an ability to learn technical concepts quickly
- Previous experience and knowledge of Museums and education a plus
- Excellent organizational skills and the ability to manage and multi-task across multiple projects, take initiative, and work independently.
- Excellent communication skills, including the ability to communicate between technical and non-technical contributors in a contextually intelligent 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.

Smithsonian Enterprises is a division of the Smithsonian Institution, the world's largest museum and research organization. Established in 1846 with a bequest from English Scientist James Smithson, the Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

Smithsonian Enterprises encompasses *Smithsonian* and *Air & Space* magazines, Museum stores, Restaurants, IMAX theaters and the Smithsonian Catalog, Consumer products, Educational travel, e-commerce, and commercial media enterprises in book publishing and the Smithsonian TV Channel.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

<p>Please forward a resume, salary requirements and cover letter with links to five writing samples to: Application materials submitted without salary information will not be considered.</p>	<p>SECareers@si.edu Please include the position title in the subject line.</p>
<p>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. What to expect next: After a review of applicants is complete, qualified candidates résumés will be referred to the hiring manager.</p>	

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefit programs 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)

APPLICANT SURVEY FORM

The Applicant Survey Form is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution’s search and recruitment efforts. Please print all responses. The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.

Vacancy Announcement Number: _____

First Name													
Last Name													

Year of Birth: 19____

Gender: Male ____

Female ____

How did you learn about this position? Mark all sources that apply.

1	Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2	Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3	Information technology (Internet, World Wide Web, or SI Web site)
4	Association or organization (professional, community, religious)
5	Other (please indicate)

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Yes _____ No _____

Race: (Mark all that apply.)

1	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Tribal Affiliation: _____
2	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3	Black or African American	A person having origins in any of the black racial groups of Africa.
4	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any physical disabilities? Yes _____ No _____

If yes, do you have a targeted disability? (Mark only one.)

1	Deaf	4	Partial paralysis	7	Mental retardation
2	Blind	5	Complete paralysis	8	Mental or emotional illness
3	Missing extremities	6	Convulsive disorder	9	Severe distortion of limbs and/or spine