



### Career Opportunity

**This is not a Federal Position**

We are currently accepting applications to fill the following vacancy:

**Title of Position: Program Manager**

**Announcement Number: SITRUST-23-ACM0304**

**Number of Vacancies: 1**

<b>OPEN DATE:</b>	March 10, 2023
<b>CLOSING DATE:</b>	March 24, 2023
<b>SALARY RANGE:</b>	IS-1001-13 (\$112,617.00 - \$145,617.00)
<b>POSITION TYPE:</b>	Trust Fund
<b>APPOINTMENT TYPE:</b>	Temporary- NTE 3 Years
<b>SCHEDULE:</b>	Full Time
<b>DUTY LOCATION:</b>	Washington, DC

**Position sensitivity and risk:**  
[Non-sensitive \(NS\)/Low Risk](#)

**Open to all qualified applicants.**

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the Human Resources Specialist listed. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review <https://www.si.edu/OEEMA/>

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).

### KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation for position designated as low risk
- Complete a 1-year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Authorized to work in the U.S. without sponsorship

**Please note:**

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery." Any false statement in your application may result in your application being rejected and may also result in termination after employment begins

**Conditions of Employment**

**COVID-19 VACCINATION REQUIREMENTS:**

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution's [Frequently Asked Questions](#).

**OVERVIEW:**

The Smithsonian Institution (SI) is a diverse museum and research complex dedicated to the increase and diffusion of knowledge. The Smithsonian's Anacostia Community Museum (ACM) documents and interprets the impact of social and cultural issues on contemporary urban communities

The Smithsonian's Anacostia Community Museum (ACM) aspires to illuminate and share the untold, and often overlooked stories of people furthest from opportunity in the Greater Washington D.C. region. Our mission is to tell stories of everyday people making impactful changes, who use their collective power to tackle complex issues and advance a more equitable future for all. While local in nature, these stories are relevant to people and communities across our nation.

At ACM, we seek to learn, examine, and interrogate the social, economic, and environmental issues confronting the D.C. region; to share all aspects of a vibrant local history; and to celebrate local creativity. We do this with and alongside others and through immersive and thought-provoking experiences, inclusive of multiple perspectives. We inspire people to see that change is possible in the face of adverse circumstances, by telling the stories of those who have lived and achieved it. By connecting the past to the present, our work seeks to engage more of us to act and influence the world around us.

**Information about the role:**

The Anacostia Community Museum currently seeking a Program Manager. This position is organizationally assigned to the Center for Environmental Justice (CEJ). The incumbent reports to a senior curator and manages CEJ, advising senior leadership on all matters relating to CEJ operations.

**KEY RESPONSIBILITIES INCLUDE:**

**Museum Program Management**

Heads the Center and has full authority for planning its programs, resolving problems encountered, rendering decisions, developing, and proposing and administering budgets. Leads studies with Center staff and contractors. Monitors and controls Center operations. Develops, interprets and synthesizes program plans for approval by a senior curator. Directs the work of contractors. Establishes program standards for new and existing projects. Serves as contracting officer's representative (COR). Coordinates with the Associate Director of Education regarding the Center's program planning to ensure that programs are not duplicative of other museum programs and to evaluate and advise on opportunities for cross-departmental collaboration. Works with the

supervisors of other ACM departments to keep them informed of CEJ activities and to obtain their cooperation. Leads studies to evaluate CEJ needs and evaluate achievement of learning and other objectives.

**Administration**

Formulates, presents, executes and analyzes the Center’s budgets. Participates in developing and executing on the annual budget. Establishes the budgetary needs for operating CEJ on an annual basis. Prepares, submits and justifies operational budget increase requests. Determines the priorities for budget request and allocation purposes. Distributes allocated funds and maintains records of expenditures. Keeps management records on all aspects of CEJ operations and ensures their accuracy. Drafts, disseminates and incorporates SI-wide feedback on environmental justice-related policy and statements originating from the CEJ program. Serves on the museum’s leadership team.

**Supervision**

Supervises a research specialist at the GS-11 equivalent level. Provides administrative and technical direction. Establishes guidelines and performance expectations and communicates them through a formal employee performance management system. Observes and rates performance and provides verbal and written feedback on observations. Resolves informal complaints and grievances. Develops work improvement plans, recommending formal corrective action as warranted. Reviews and approves/declines leave requests. Ensures that subordinate is trained and fully complies with policies. Performs other duties as assigned

**Requirements and Qualifications:**

Bachelor’s degree preferred but not required. 5 to 10 years’ experience and skilled in Museum Program Management, Administration and Supervision.

**Knowledge and experience required for this role include but are not limited to:**

Knowledge and experience using Microsoft Office to use (Excel, Outlook, PowerPoint, Word, SharePoint, MS Teams)

Knowledge of Project Management software, Smartsheet preferred.

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.

**To Apply:**

<b>Please forward a resume, and cover letter to:</b>	<a href="mailto:ACM-HR@si.edu">ACM-HR@si.edu</a> Please include the position title: <b>Job Title</b> in the subject line.
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Applications received on or before **Friday, March 24, 2023, 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); and average number of hours worked per week.

Once the vacancy announcement closes, we will review your experience and credentials to determine if there is a match against the requirements of this open position. **What to expect next:** After our review of applicants is completed, qualified candidates' résumés will be referred to the hiring manager.

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees. 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).

We ask that the attached Applicant Demographic Survey Form be completed by candidates, except **Smithsonian Institution employees**, and returned with application materials. This form is for gathering statistical information and will not be considered a part of the application.