



Smithsonian Affiliations

Program Specialist

Opens May 13, 2019; applications must be received by 5:00 p.m. EDT on May 31, 2019

Smithsonian Affiliations (<https://affiliations.si.edu/>) develops long-term collaborative partnerships with diverse museums and educational and cultural organizations to make Smithsonian collections and resources widely available to communities across the U.S., Puerto Rico, and Panama. With more than 200 Affiliate partners, this robust network of organizations collaborates with the Smithsonian—and each other—to create experiences that educate and inspire. Through Affiliate collaborations, the Smithsonian is able to share its resources with communities near and far, and reach millions more visitors than those who come to Washington, DC.

Smithsonian Affiliations is recruiting for a Program Specialist to serve as a National Outreach Manager to Affiliate organizations with science or science-related missions. The Program Specialist will serve as the primary point of contact for these organizations, and will lead the creation of individually crafted projects that serve the needs of Affiliate institutions, including educational programs, object loans, exhibitions, and capacity building activities. The Program Specialist also will serve as the primary liaison for science-focused Smithsonian offices, and will work with these units to further their goals as they relate to Affiliates. The Program Specialist will organize, coordinate, and facilitate cooperation among diverse resources and staff at the Smithsonian and Affiliate organizations. Some travel is required.

The best qualified applicants will have experience developing and executing outreach initiatives, working with both internal and external partners, and negotiating with diverse stakeholders to reach individual and shared goals. Applicants should have knowledge and experience in museum operations such as educational program development, exhibition development, collections care, and/or other functional areas, and be able to craft project plans, create timelines, develop budgets, and manage projects from start to finish. Knowledge of or experience with the science museum community is a plus. A master's degree or equivalent experience in museum studies, museum education or a related field is preferred.

Smithsonian Affiliations and the Smithsonian Institution actively seek to recruit, hire, promote, and retain a diverse workforce – one that welcomes and engages people from every background. Our diversity is our strength, and we value staff members with wide-ranging backgrounds.

This is a full-time, 2-year Trust (non-Federal) position at IS-12, Step 1. The salary is \$81,548 with excellent benefits. The position may be extended beyond two years. To apply, please submit **by email** a cover letter and resume by May 31, 2019:

Tricia Edwards
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The Smithsonian is an Affirmative Action/Equal Opportunity Employer. Women and minorities, and people with disabilities are encouraged to apply.