



**Smithsonian Institution**  
**National Postal Museum**

Department of Education and Visitor Services  
Museum Specialist (General)  
(IS-1016-09)

**INTRODUCTION**

The Smithsonian Institution is a diverse museum and research complex dedicated to the increase and diffusion of knowledge. The Smithsonian has locations in the Republic of Panama, Florida, Maryland, Massachusetts, New York, Virginia and 19 large buildings and the National Zoo in Washington, DC. The National Postal Museum (NPM) is dedicated to the preservation, study and presentation of postal history and philately. The museum uses exhibits, public programs and research to make this rich history available to scholars, philatelists, collectors and visitors from around the world. This position is located in the Department of Education & Visitor Services for the purpose of designing and facilitating educational resources and programs for museum visitors. Specifically, the incumbent performs the following functions.

**MAJOR DUTIES**

- Develops, facilitates, and assesses educational activities and programs for on-site and virtual museum visitors.
- Serves as project manager for all aspects of public programs and activities, including but not limited to event logistics, budgets, and vendor contracts for external services.
- Collaborates with internal and external partners to ensure high-quality, engaging educational programs that reflect a variety of perspectives and experiences, reaching a broad range of adult learners around the world.
- Works closely with colleagues to train and manage volunteers assisting with virtual and on-site programs.
- Represents the department and museum on committees, planning groups, and task forces.
- Supports visitor experience team to ensure a positive museum experience for all. May occasionally serve as backup for visitor experience staff coverage on weekend or holidays hours.
- Other duties as assigned.

**KNOWLEDGE & EXPERIENCE REQUIRED**

- Knowledge of museum education principles and practices and experience in developing programs in alignment with industry best practices.
- Experience in designing and facilitating inclusive and accessible activities that promote diverse voices.
- Experience in communicating effectively—both written and verbally—with internal and external stakeholders.
- Experience working as a key team member within a collaborative environment.
- Comfort with a range of standard office computer software, such as Zoom, Teams, organizational VPN access, Docusign, Adobe Foxit, to work quickly and independently.

**Job details:**

SALARY: \$61,947 - \$80,532. Commensurate with experience

APPOINTMENT TYPE: Indefinite. This is a Trust Appointment, not a Federal position. Appointment background investigation is required.

SCHEDULE: Full-time

DUTY LOCATION: Washington, DC. This position is telework capable with supervisor approval.

The Smithsonian Institution does not discriminate against any employee or any applicant for employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization or other non-merit factors. The Smithsonian Institution, a non-profit organization, is an equal opportunity employer, values and seeks a diverse workforce. Join us in “Inspiring Generations through Knowledge and Discovery.”

The Smithsonian provides reasonable accommodation to applicants with disabilities. If you need an accommodation for any part of the application and hiring process, please notify the contact person listed in this announcement. The decision on granting a reasonable accommodation will be made on a case-by-case basis.

For the latest information on the COVID-19 vaccination requirements and its impact on your application, click on Smithsonian Institution’s Frequently Asked Questions.

**Benefits:**

The Smithsonian offers employees with a comprehensive benefits package designed to make your career very rewarding. See [www.sihhr.si.edu](http://www.sihhr.si.edu) for details. Benefits include:

- Health, Dental, Vision, and Life Insurance
- Transit/Commuter Benefits
- 403b Retirement Plan
- Discounts for Smithsonian Memberships, Museum Stores and Restaurants
- Smithsonian Early Enrichment Center (Child Care)
- Flexible Spending Account (Health & Dependent Care)
- Telework and flexible work schedules for eligible employees

**Apply Now:**

Even if you think you don’t meet all of the qualifications, if you believe you can excel in this role, please apply! We are dedicated to considering a wide range of candidates, including those with diverse backgrounds and experience. For consideration, please submit resume and a brief writing sample **by July 6, 2022** to [NPMHiring-DEVS@si.edu](mailto:NPMHiring-DEVS@si.edu) In your writing sample, please explain what unique attributes you can bring to this position and describe the best museum program you have ever attended.