



## **History Made by US Project Manager**

Smithsonian Institution  
National Museum of American History  
Office of Audience Engagement

**Do you believe civic engagement is critical to a healthy democracy? Do you want to see more people vote and participate in their communities? Do you want to lead a national conversation about what it means to be American?**

Join the Smithsonian's National Museum of American History (NMAH) team as the **History Made by US Project Manager** to develop an exciting new national outreach initiative focusing on civic engagement through the lens of American history.

**History Made by US** is a new national movement spearheaded by leading U.S. history organizations who have come together to offer transformational, civic-focused programming leading up to the Nation's 250<sup>th</sup> Anniversary in 2026. The project manager will work at the National Museum of American History as a home base and have the unique opportunity to work closely with a steering committee of these leading history organizations, including Thomas Jefferson's Monticello, New York Historical Society, Atlanta History Center, Senator John Heinz History Center and the National Archives Foundation.

The Project Manager will:

- Establish collaborative partnerships with a variety of national, state, and local organizations around a shared mission and a desire for impactful, civic-focused national programming.
- Serve as the primary contact with all current and future partners and coordinate communication between stakeholders.
- Develop marketing and communication strategies and tools in support of the project and in communication with all stakeholders; lead social media initiatives for the project in collaboration with project partners and NMAH social media staff.

- Work with project partners, outside contractors and an external creative agency to develop strategies, create marketing and branding initiatives, and implement project goals (including digital assets).
- Evaluate project efforts and provide updates to the project's steering group.
- Direct project administration through setting and managing project schedules; organizing and convening meetings; communicating with partners, internal stakeholders and staff; and managing project resources to successfully execute the campaign.

This is a one-year, temporary Trust (non-Federal) position with potential for renewal.  
Salary: \$81,548 - \$86,984 annually plus an excellent benefits package.

Qualifications: Five or more years of project management experience or marketing and communications work is required. The successful candidate will be flexible, creative and enthusiastic about working directly on projects with multiple stakeholders. Excellent writing, communications, time management and organizational skills are a must. The candidate must also be able to work in a fast-paced, high traffic environment. Experience coordinating large digital projects, national initiatives and/or fundraising experience is a plus.

To apply, please submit a resume and cover letter by email with the subject "History Made by US Program Manager" to [NMAHApplications@si.edu](mailto:NMAHApplications@si.edu). Applications will be accepted until midnight EST on Friday, January 11, 2019.

The Smithsonian is an Affirmative Action/Equal Opportunity Employer. Women, minorities, people with disabilities, and candidates of all backgrounds are encouraged to apply.