Job Announcement: Food and Agriculture Programs Manager

Opens August 1, 2015; applications must be received by 5:00 p.m. EDT on August 23, 2015. Expected start date is approximately October 1, 2015.

The American Food History Project at the Smithsonian’s National Museum of American History is seeking an enthusiastic, responsible Food and Agriculture Programs Manager to support food and agriculture programming at the Museum, including programming for museum visitors, after-hours programming, and the annual Smithsonian Food History Weekend.

Responsibilities include, but are not limited to:

• Presenting food and agriculture history programs to the public, including cooking demonstrations, hands-on activities, talks, and audio-visual presentations
• Supporting program production, including purchase requests, scheduling, and program logistics
• Researching and developing program content
• Evaluating programs with museum visitors
• Coordinating logistics and preparations for programs, including set-up and takedown
• Managing inventory for regularly scheduled food programs and ordering supplies as needed
• Supervising volunteers and interns assigned to work on programs

The position is located in the Office of Programs and Strategic Initiatives, American Food History Project, and will work collaboratively with staff other museum departments including, but not limited to, the Office of Education and Visitor Engagement and the Office of Curatorial Affairs. The schedule for this position may include some evenings, weekends, and holidays.

The best-qualified applicants will have experience presenting, producing, and coordinating food and agriculture programs for a wide range of audiences, strong communication skills, experience working with diverse audiences, an intense attention to detail, and demonstrated ability to manage multiple tasks. Experience with food demonstrations and basic cooking skills as well as experience in museum education, food education, or agriculture education is highly desired. An enthusiasm for sharing American history with broad audiences and a background in public presentation is encouraged, but not required.

This is a full-time, one-year Trust (non-federal) at IS-7, Step 1. The annual salary is $43,057 with excellent benefits

To apply, please submit by email a cover letter and resume by 5:00 p.m. EDT on August 23, 2015 to:
Susan Evans
Program Director, American Food History Project
National Museum of American History, Smithsonian Institution
EvansSN@si.edu

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