Job Announcement: Museum Programs Project Assistant

Opens October 17, 2014; applications must be received by 5:00 p.m. EDT on October 31, 2014. Expected start date is approximately December 15, 2014.

The Smithsonian’s National Museum of American History is seeking an enthusiastic, responsible Project Assistant to support food and jazz programming in the Office of Programs and Strategic Initiatives. The Project Assistant will work with the museum’s jazz and food programs to produce successful, well attended programs for the public and invited audiences, including the Smithsonian Jazz Masterworks Orchestra, Jazz Appreciation Month, and food history events and program. The position will work collaboratively with the Offices of Programs and Strategic Initiatives, Communications and Marketing, and New Media.

Responsibilities include, but are not limited to: program production support including purchase requests, scheduling, and program logistics; internal communication of program details; research and outreach to new and existing program audiences including email communications and event follow up surveys; researching and writing program materials, website content, and social media content; and researching and drafting press materials.

The best qualified applicants will have experience developing and coordinating programs for a wide range of audiences, strong communication and writing skills, familiarity with social media management, and an intense attention to detail. Experience in communications, media outreach, marketing, and/or advertising is highly desired. An enthusiasm for sharing American history with broad audiences and a background in arts marketing and/or arts management is encouraged, but not required.

This is a full-time, temporary Trust (non-federal) at IS-7, Step 1. The annual salary is $42,631 with excellent benefits.

To apply, please submit by email a cover letter and resume by 5:00 p.m. EDT on October 29, 2014 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.