



Smithsonian
National Museum of American History
Kenneth E. Behring Center

Job Opportunity
Media Producer

Applications must be received by 5:00 pm EST on October 27, 2017

The National Museum of American History seeks an experienced, independent, and passionate media producer with a background in audience outreach to join our team. The Media Producer will script, plan and lead media projects in a collaborative team environment. This position offers an opportunity to be at the heart of the Museum's effort to shape and create compelling video content to connect our digital audience with the rich resources of the Smithsonian. The position is located in the Digital Experience Program, Office of Audience Engagement.

Responsibilities include but are not limited to:

- Manages video and multimedia outreach projects that highlight the collections, programs, and activities of the Museum.
- Works collaboratively with program and project teams to plan, assemble, create, and author video and multimedia content for publication on the Museum's digital channels.
- Records and edits digital media content elements into finished products.
- Uses effective communication methods and knowledge of American history to reach and engage target audiences and meet project goals.
- Coordinates the development of project plans, schedules, budgets, procurement documents, review processes, and reports.
- Manages contracts and work of external vendors, and acts as Contracting Officer's Technical Representative for digital media projects.
- Inventories and manages equipment and supplies for video and multimedia projects, and ensures equipment is properly maintained and kept in good repair.
- Contributes to the strategic development of new methods for connecting audiences with Museum collections and expertise through the use of digital media and platforms.

The best qualified candidate will have demonstrated experience in video and multimedia production in a museum, educational, or cultural institution, or public history setting; experience independently managing key aspects of media projects including budgets and schedules; knowledge of best-practice media production techniques; and a knowledge and passion for American History. Candidate must be willing to work occasional nights and weekends to cover museum programs.

This is a 2-year, full-time, Trust (non-federal) position at IS-9, Step 1 (\$54,972 per year) and includes benefits. The position has the potential for renewal after the initial term, depending on availability of funding.

To apply, please submit a cover letter and resume by 5:00 p.m. EST on Friday, October 27, 2017 to nmahweb@si.edu. Please include the title of the position in the subject of your email.

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