

Open: December 26, 2008

Close: January 9, 2009

**Associate Director for Management and Public Programs
National Air and Space Museum
Smithsonian Institution
AE-0301-00**

The mission of the National Air and Space Museum (NASM) is to memorialize the national development of aviation and space flight; collect, preserve and display aeronautical and space flight equipment of historical interest and significance; serve as a repository for scientific equipment and data pertaining to the development of aviation and space flight; and provide educational material for the historic study of aviation and space flight. NASM is the most-visited museum; contains the largest collection of historic air and spacecraft in the world; and is a world center for scholarship studies in the history of aviation and space flight.

This position serves as a principal advisor to the Director and Deputy Director on all museum-related policies, programs and activities; and participates with the Director to plan, coordinate and oversee museum operations.

The position implements the museum's strategic and tactical plans, and the Director's policies, programs and goals. The position also provides expert knowledge and advice to the Director on programmatic, administrative and policy issues related to museum operations.

The position is responsible for providing succession, tactical and operational planning; and security, safety and disaster planning. The position also manages, either directly or as second line supervisor, the Museum's educational and public programs; and electronic outreach, including the Museum website; IT, exhibits design, production, and maintenance; visitor services, health, and safety; budget and finance; and human resources.

POSITION REQUIREMENTS:

Expert knowledge of museum program administration, policy issues, and procedures.

Excellent analytical skills to evaluate, recommend and present various options and strategies.

Excellent research and analytical writing skills to generate reports, correspondence and memoranda.

Excellent oral communication skills to serve as a spokesperson for the Director.

Skills to establish and maintain effective and cooperative working relationships with high level SI administrators; and senior leaders in government, cultural institutions, and the private sector.

Ability to develop and coordinate a variety of controversial and difficult projects.

TO APPLY:

E-mail a resume, cover letter indicating your interest in position # EX-09-12 and responses to the position requirements listed above. You may use an outline or narrative format to present concise statements of experience, accomplishments, responsibilities, and education. Please do not exceed one page for each requirement. Our initial screening will be based entirely on the information in your application package.

Applicant Survey Form All candidates, except Smithsonian Institution employees, are requested to complete and submit the enclosed Applicant Survey Form with the application. This form will be used to determine the demographics of applicants who apply for vacancies at the Smithsonian Institution, and will not affect consideration for this position. The survey form may be obtained on our website at www.si.edu/ohr.

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Smithsonian has several funding sources and as a result has two types of employees. This is a Smithsonian Trust (private sector) position. The salary range \$138,380 to \$ 158,500 plus 2009 adjustment. The starting salary will be commensurate with experience. Trust employees have a comprehensive benefit program and a lucrative, fully vested retirement plane with TIAA-Cref.

This appointment will be subject to the applicant's successful completion of a pre-appointment background check and a subsequent background investigation.

The Smithsonian Institution is an Equal Opportunity Employer

The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application/hiring process, please call (202) 633-6370 (voice) or (202) 633-6409 (TTY).

The Smithsonian Institution is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, age, religion, sex, national origin, and/or disability. Applicants who believe they have been discriminated against for any of the above-prohibited reasons may contact a counselor within 45 calendar days of the date of the alleged discriminatory act. Employment discrimination on the basis of sexual orientation, parental and/or marital status is also prohibited. For additional information, please contact the Office of Equal Employment and Minority Affairs at (202) 633-6430.