



Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancies:

Project Manager, Retail Group Announcement Number: SE-25-0105

OPEN DATE:	November 12, 2024
CLOSING DATE:	November 26, 2024
PAY BAND:	M
SALARY RANGE:	Up to \$130,000 (Commensurate with Experience)
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full time
DUTY LOCATION:	Washington DC

Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk

Open to all qualified applicants

What are Trust Fund Positions?

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

CONDITIONS OF EMPLOYMENT

- Pass Pre-employment Background Check and Subsequent Background Investigation
- Complete a Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer.
- The position is open to all candidates eligible to work in the United States. Proof of eligibility to work in the U.S. is not required to apply.

OVERVIEW

This position is responsible for managing a variety of differentiated assigned projects for the Retail Group of businesses in Museum facilities or off campus retail including: Museum Stores, Theaters, Concessions, Food & Beverage, Parking and other revenue generation businesses. The Project planning function will include all aspects of the Project management process from conceptualization to business planning, contracting, timeline development, project development, budget management and reconciliation, execution, and lessons learned. At all times throughout the process the Project Manager will support business goals in collaboration with stakeholders within Smithsonian Enterprises and maintain the aesthetic, business and educational standards set by the Smithsonian Institution, Smithsonian Facilities, and the individual museums.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Manage complex projects including preparing project briefs, project plans, project schedules, risk management plans, communication plans, budgets and any other relevant project documentation.
- Manages associated contracts with 3rd party vendors.
- Establish and maintain clear lines of communication within multi-disciplinary project teams; manages reporting processes with internal project staff, technical and support staff, external contractors and project stakeholders. Effectively communicates project expectations and time lines to team members and stakeholders.
- Ensure the progress of allocated projects is monitored and plans are devised and implemented to ensure projects adhere to timelines. Proactively manages changes in project scope, identifies and devises contingency plans when needed.
- Track project milestones and deliverables. Develops contingency plans as necessary to keep within time frame for completion and budget adjustments.
- Resolve any project related, technical and customer service issues with appropriate parties.
- Facilitate partnerships with SI staff in order to develop design criteria for the preservation and restoration of historic buildings and facilities.
- Participates in architectural design reviews ensuring that SE objectives are incorporated into the design and recorded.
- Participates in the Integrated Facilities Team (IFT) Meetings representing SE objectives and requirements. Distributes to SE Executives highlighting any impacts to business operations.
- Prepares and reviews design and construction cost estimates with appropriate parties, budgets and oversees specifications for small to very large construction, rehabilitation, renovation and remodeling projects; conducts pre-bid as required and if in the realm of responsibility.
- Develops project scope of work in collaboration with the project owners
- Formulates project specifications and scope, collaborating with staff when necessary, to determine the effective use of space, attractive appearance of stores, and merchandise presentation.
- Conducts pre-construction conferences; negotiates contracts in conjunction with Smithsonian Facilities (SF) project manager, addendum and change orders; and evaluates progress through all stages of the process. Interacts with SE support staff as well as internal SI groups to include, but not limited to, all branches of OSHM, OFMR, OPDC, and OPS.
- Projects will require employee to work on site outside of regular business hours.
- On construction projects, conducts regular site visits to check progress and compliance; interprets contract documents
- Creates and maintains detailed project records, files, reports and correspondence.
- Ensures coordination with designers/project managers and/or contractors from outside firms for development of projects
- Collaborates with museum, curatorial and exhibits staff for space allocation and design ideas appropriate to their exhibits, events and collections.
- Resolves complaints and problems.

EDUCATION, QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Bachelor's degree (BS) in related field (Architecture, Engineering, Construction Management, Contract Administration, etc.) Minimum of five to ten years related experience and training where responsibilities were progressively increased and included multiple renovations and or new projects. Advanced degree preferred, but not required.

- Project Management-5-10 years of project management work experience with store/restaurant facility construction and design coordinating activities of architects, suppliers, general contractors, and

tradespeople (electricians, plumbers, carpenters, and heating and cooling professionals and General Contractors).

- High level of experience working in construction industry programs including Project Management Information Systems (PMIS), Building Information Management (BIM) platforms, Microsoft Office, PowerPoint, Excel, MS Project, and Microsoft Teams.
- Must possess thorough knowledge of Construction Management practices with ability to work in a team environment.
- Knowledge of retail business design concepts, and developments in other museums.
- Ability to apply knowledge of general retail operations to store design and fixtures.
- Work experience with store/merchandise visual presentation market and trends.
- Ability to work with diverse personalities and all levels of museum staff.
- High level of proficiency in written and oral communication to diverse group of stakeholders reporting requirements.
- Knowledge of federal contracting practices and Federal Acquisition Regulations (FAR).

Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

Smithsonian Enterprises is a division of the Smithsonian Institution, the world's largest museum and research organization. Established in 1846 with a bequest from English Scientist James Smithson, the Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

Smithsonian Enterprises encompasses *Smithsonian* magazine, Museum stores, Restaurants, IMAX theaters and the Smithsonian Catalog, Consumer products, Educational travel, e-commerce, and commercial media enterprises in book publishing and the Smithsonian TV Channel.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

Please forward a resume and cover letter to:	SECareers@si.edu Please include the position title in the subject line.
Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. What to expect next: After a review of applicants is complete, qualified candidates' resumes will be referred to the hiring manager.	

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefits include:

Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care)

YOUR PRIVACY IS PROTECTED

Trust Applicants Demographic Form

Thank you for your interest in the Smithsonian Institution and this Trust Hiring position. The Smithsonian is requesting your response to this optional equal opportunity survey. The information is used to determine if our equal opportunity efforts are reaching all segments of the population that is consistent with Federal equal employment opportunity laws. Your responses will not be shown to the panel rating the applications, to the selecting/hiring official, or anyone else who can affect your application in the hiring process. This form will not be shared with the hiring official or placed in your official personnel file should you be hired.

The aggregate information collected will be kept private to the extent permitted by law. No personally identifiable information will be requested on the form and the information collected will not be attributable to you.

Please complete the optional Trust Applicants Demographic Form here:

[Project Manager, Retail Group](#)