



## Smithsonian Enterprises

### Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

### Junior Photo Editor Announcement Number SE-16-0147

OPEN DATE:	April 8, 2016
CLOSING DATE:	April 25, 2016
PAY BAND:	H
SALARY RANGE:	\$45,577 - \$59,173 (Commensurate with Experience)
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full Time
DUTY LOCATION:	Washington DC

**Who may be considered for employment:** All qualified candidates eligible to work in the United States. The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process please call 202-633-6409 (TTY).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs.

#### KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation
- Complete a 1 year Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service.

The employee serves as Junior Picture Editor, *Smithsonian Magazine*, performing duties associated with photography and other image research for articles in the magazine.

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

- Under the direction of the Art Director and the Associate Photo Editors, the Junior Photo Editor works with stock houses and picture archives to find appropriate images.
- Follows each assigned article through the entire production process.
- Collects images for front-of-the-book sections and select features when necessary at the request of the Art Director and Associate Photo Editors.
- Researches images and related stories for Phenomenon Art section and Fast Forward section.
- Compiles and coordinates the extras files and captions/credits for web and app usage.

- Researches upcoming photo books and photo projects for magazine portfolios, web stories and Instagram account.

### **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 in related field and 1-3 years of experience in publishing.

- Ability to understand new developments in current technology and determine their potential benefits for the magazine.
- Ability to evaluate the quality of photographs and other artwork and to make distinctions as to their appropriateness for possible use in the magazine.
- Strong working knowledge of Adobe Photoshop  
Some basic navigability knowledge of layout program Adobe Indesign  
Knowledge of photo-viewing presentation software such Adobe Bridge.
- Ability to procure and maintain photo-related information, as it applies to captions and credits for the print issue and the web, as well as future apps.
- Ability to judge photography for web-submitted photography contest sponsored by Smithsonian magazine.
- A plus: previous work experience writing photography web stories, and researching photography-related subject matter for the web.
- A plus: previous work experience in creating slide shows, videos, participating in photography-related web and tablet-app presentations.

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* and *Air & Space* magazines, 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."

<p><b>Please forward a resume, salary requirements and cover letter to:</b></p> <p>Application materials submitted without salary information will not be considered.</p>	<p><a href="mailto:SECareers@si.edu">SECareers@si.edu</a></p> <p>Please include the position title in the subject line.</p>
<p>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. <b>What to expect next:</b> After a review of applicants is complete, qualified candidates résumé's will be referred to the hiring manager.</p>	

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees who qualify. Benefit programs 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)

The attached Applicant Survey Form should be completed by all candidates, except **Smithsonian Institution employees**, and returned with application materials. This form is for gathering statistical information and will not be a part of the application.

# APPLICANT SURVEY FORM

The Applicant Survey Form is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution's search and recruitment efforts. Please print all responses. The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.

Vacancy Announcement Number: \_\_\_\_\_

First Name													
Last Name													

Year of Birth: 19\_\_\_\_

Gender: Male \_\_\_\_\_

Female \_\_\_\_\_

How did you learn about this position? Mark all sources that apply.

1	Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2	Individual (friend, relative, Smithsonian employee, school or college counselor or official)
3	Information technology (Internet, World Wide Web, or SI Web site)
4	Association or organization (professional, community, religious)
5	Other (please indicate)

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Yes \_\_\_\_\_ No \_\_\_\_\_

Race: (Mark all that apply.)

1	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Tribal Affiliation: _____
2	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3	Black or African American	A person having origins in any of the black racial groups of Africa.
4	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any physical disabilities? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, do you have a targeted disability? (Mark only one.)

1	Deaf	4	Partial paralysis	7	Mental retardation
2	Blind	5	Complete paralysis	8	Mental or emotional illness
3	Missing extremities	6	Convulsive disorder	9	Severe distortion of limbs and/or spine