



Smithsonian Institution Traveling Exhibition Service Smithsonian Affiliations

DETAIL OPPORTUNITY

APPLICATION PERIOD: Will start reviewing applications five day after posting on May 13, 2024.

POSITION TITLE: Interim Deputy Director

ORGANIZATION: Smithsonian Institution Traveling Exhibition Service | Smithsonian Affiliations

LENGTH OF DETAIL: 120 days (with potential option for extension)

WHO MAY APPLY: Current Federal or Trust Smithsonian employees at Grade 15 or at Senior Level

START OF DETAIL: June 17, 2024 (negotiable)

WORK DESCRIPTION:

The Interim Deputy Director, Smithsonian Institution Traveling Exhibition Service | Smithsonian Affiliations (SITES | SA) is responsible for assisting and participating with the Interim Director in overall planning, development, and management of all programs and activities of SITES | SA. The mission of SITES | SA is to catalyze national engagement and spark curiosity and learning by connecting the knowledge, resources, and expertise of the Smithsonian with a vital network of cultural and educational organizations. SITES | SA works in partnership with Smithsonian museums, research facilities and education centers and in collaboration with museums, cultural, and education organizations around the nation and beyond.

The Interim Deputy Director shares with the Interim Director full authority and responsibility to direct and manage SITES | SA programs and activities. The Interim Director is stepping into that role from the Deputy Director position. This detail backfills the Deputy position during a national search for a new Director.

1. Participates with the Director to provide executive leadership and direction for overall planning, development and management of SITES | SA programs and activities.
2. Provides direct oversight of the financial health of SITES | SA monitoring the overall budget and approving out of cycle expenditures. Identifies opportunities for fundraising, increased revenues, balanced with customer experience, and maximizes the use of gifts, grants, endowments, and other sources of funding to ensure a fiscally viable and financially healthy organization.
3. Establishes a leadership style that emphasizes open and clear written and oral communications. Coach and counsel staff and encourage a team-based and transparent approach to project planning and implementation, readjusting operations to meet strategic plan initiatives, priorities and/or changing needs.

4. Develops and maintains standards and criteria for operational activities to include planning and project management, daily operations, exhibits and programs, public affairs and communications, finance and administration, revenue generation, customer service, digital activities, education activities including internships, marketing and data collection.
5. Directs and coordinates the activities of subordinate offices and assists the Interim Director in developing and implementing operating policy, standards, and procedures. Develops and monitors policies to achieve management objectives in areas such as strategic workforce management, diversity, and equal employment opportunity. Promotes policies and procedures that foster inclusive participation.
6. Directly supervises key senior supervisory staff. Executes performance management of subordinates for both individual and organizational performance. Sets and communicates goals and expectations. Reviews and approves recommendations for personnel actions affecting subordinates. Assures that subordinate supervisors effectively carry out their performance management responsibilities. Staff size: approximately 45. Work with the Interim Director and the Associate Director for Finance and Administration to continue to implement a staff reorganization that is in the works with HR.
7. Represents the Interim Director, as required, at a wide variety of Smithsonian policy meetings and conferences, including events and presentations on Capitol Hill and attendance of members of Congress at events around the country. Exercises delegated authority to commit SITES | SA resources or make decisions affecting SITES | SA programs.
8. Consults and collaborates with private associations and institutions, not-for-profit organizations, interest groups, foundations and corporate and individual donors, museums, and cultural and educational organizations on agreements, requests, cooperative efforts, and inquiries of common interest.
9. Explores and develops joint programs in cooperation with museums and cultural and educational organizations, Federal agencies and other SI units and research facilities. Reviews and recommends appropriate action on applications or proposals for Federal or non-federal grants or contracts to finance education or exhibition projects with national impact.
10. At the Director's request, assumes responsibility for directing and overseeing pan-organizational projects of special interest to SITES | SA.
11. Serves as Acting Interim Director of SITES | SA in the Interim Director's absence, with full authority and responsibility for overall management of SITES | SA.

The incumbent receives administrative direction from the Interim Director, SITES | SA, who provides broad outlines of basic policy, program objectives, and delegated authority and responsibility. The incumbent plans and carries out assigned responsibilities independently. The incumbent consults with the Interim Director on major policy questions or controversial issues and keeps her/him informed of all significant programs and potential problems. Work performance is appraised in terms of overall effectiveness in the attainment of program goals and objectives.

QUALIFICATIONS REQUIRED:

1. Demonstrated leadership and familiarity with management of museum projects and functions.
2. Executive level budgeting and resource management.
3. Demonstrated ability to build relationships and lead collaborative initiatives internally and externally with organizations to leverage support for and participation in programs.
4. Skill in building cooperative relationships between colleagues and organizations within your oversight, and with stakeholders inside and outside the Institution. This includes explaining positions/solutions, both orally and in writing, and gaining acceptance by museum and/or research facility colleagues and customers/managers at all levels.
5. Skill in leading and managing a multi-disciplined and culturally diverse workforce. This should include fostering teamwork and high morale; attracting, retaining and motivating employees; and implementing EEO/Affirmative Action policies and programs.

INQUIRIES ABOUT JOB REQUIREMENTS: Myriam Springuel, Director, SITES | SA

HOW TO APPLY: Send your resume and a brief cover letter outlining your experience as it relates to the qualification criteria listed above to ExecutiveResources@si.edu citing "SITES|SA Detail" in subject line.

Note: Current employees must provide a written supervisory approval **upon selection** for this reimbursable detail. The unit of record will be reimbursed for the full compensation during the detail.

This is a Temporary Equal Employment Work Opportunity
During the period of detail, employee will continue to occupy their official position of record with same grade, step, benefits and status and will be compensated at their current rate of pay.
The detail is not an opportunity for promotion.