



Office of Human Resources

Vacancy Announcement

24 HOUR DIAL-A-JOB: (202) 287-3102

AN EQUAL OPPORTUNITY EMPLOYER

DELEGATED EXAMINING RECRUITMENT BULLETIN

OPENING DATE: July 8, 2005

CLOSING DATE: August 8, 2005

POSITION TITLE/ SERIES AND GRADE	ORGANIZATION	ANNOUNCEMENT NUMBER
Cultural Arts Program Specialist GS-1001-09/11 Salary: \$43,365 - \$68,209 per year Promotion Potential to GS-12	National Museum of the American Indian (NMAI) Office of Public Programs (DC5-114)	SI-DEU-MP-5170

DUTY LOCATION: Washington, D.C.

AREA OF CONSIDERATION: This Announcement is Open to the General Public. The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application/hiring process, please call (202) 275-1102 (voice) or (202)275-1110 (TTY).

DUTIES: That National Museum of the American Indian, (NMAI) is an international center for research, collections, public education, outreach and training activities related to hemispheric Native history, art, and culture. The incumbent of this position is responsible for the coordination of a variety of the museum's public programs and productions, including programs featuring Native music, dance, theater, storytelling, author events, and related demonstrations. As such, he/she identifies, plans and produces public programs in the Museum's theater and other public spaces or in other venues in the local area and beyond; develops, tracks and administers program budgets; contacts performers, presenters, authors and other necessary personnel to arrange their programs; develops the conceptual frameworks of the presentations and performances; develops projects as part of a larger context within and without the Smithsonian Institution; develops and implements outreach plans to inform the general public and special targeted audiences of these programs and to involve them in the activities and interests of the museum; writes notes for programs and press releases; participates in the development of funding proposals and grants; ensures that all internal and administrative requirements related to programs are carried out, including initial contracts, rights and permissions, logistical arrangements and payment of performers. The incumbent also provides final reports after each program, summarizes objectives and accomplishments and makes recommendations for increased effectiveness of future programs. The incumbent is expected to exercise sensitivity with respect to the collections and Native American points of view in carrying out work assignments.

QUALIFICATIONS: Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience which has equipped the applicant with the particular knowledge, skills and abilities to perform the duties of the position, and that is typically in or related to the work of the position as listed above. Applicants may also qualify at the GS-9 level if they possess a Master's degree or equivalent degree, or two (2) full years of progressively higher graduate education leading to such a degree and at the GS-11 level if they possess a Ph.D. or equivalent doctoral degree, or three (3) full years of progressively higher level graduate education leading to such a degree if related. A combination of qualifying education and experience may be used to meet the qualification requirements. 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 the application package.

**NOTE: The Smithsonian does not recognize academic degrees from schools that are not accredited by an accrediting institution recognized by the Department of Education. Any applicant falsely claiming an academic degree from an accredited school will be subject to actions ranging from disqualification from Federal employment to removal from Federal service.**

**Selective Factors:** *(Applicants must meet this mandatory requirement in order to be considered qualified to compete for a position).*

1. Knowledge of cultural program production techniques and logistics.
2. Knowledge of and experience with Native American tribal customs and cultures.

**Quality Ranking Factors:** *(These factors are not mandatory to be considered for a position, but will be used to determine who are the highest qualified candidates among those who meet the selective factors.)*

1. Knowledge of cultural program production techniques and logistics.
2. Knowledge of research methods, performers, and community networks related to the study of Native American performance practices.
3. Ability to identify programs that effectively communicate the museum's message to a variety of audiences.
4. Skill in written communications to prepare program notes, letters, reports and promotional materials.
5. Ability to use interpersonal skills to deal with a variety of people such as performers, authors, presenters, staff, and the general public in various circumstances and forums.

**NOTE: RELOCATION EXPENSES WILL NOT BE PAID**

**How to Apply:**

1. The Smithsonian Institution does not require a standard application form, but we need certain information to evaluate your qualifications. You may apply using a resume, the Optional Application for Federal Employment (OF-612), or any other application form you choose. Job finalists will be asked to complete a Declaration for Federal Employment to determine their suitability for Federal employment and to authorize a background investigation.
2. Clearly describe in your resume or application your work experience, education and/or training as it relates to this vacancy. It is very important that you fully address how your work experience and education/training meet both the **specialized experience** requirement and the **selective factors**. This information will be used to determine whether or not you are qualified for this vacancy. Selective factors establish qualifications to be eligible to compete for the position. Quality Ranking Factors are not mandatory but are used to determine the highest qualified candidates among those eligible to compete for the position. Therefore, it is to your benefit to provide a full description of your experience and education/training relative to the job requirements of this vacancy. Applicants will be notified of the final action taken on their application.
3. The attached Background Survey Questionnaire should be completed by all candidates, except Smithsonian Institution employees, and returned with the application. This form is for gathering statistical data and will not be a part of the application.

**Applications must be received by the closing date and may be submitted in the following ways:**

**Mail:** Smithsonian Institution, Office of Human Resources, P. O. Box 50636, Washington, DC 20091.

**Fax:** 202-275-1114

**Hand deliver, FedEx or other overnight delivery:** 750 9th Street, N. W. Suite 6100, Washington, DC 20560.

To obtain information on the Federal Hiring Process, hear about other Smithsonian vacancies, or request vacancy announcements, an Optional Application for Federal Employment (OF-612), call our automated Jobline on (202) 287-3102 (accessible 24 hours, 7 days a week).

For further information please call (202) 275-1102 (voice) or (202) 275-1110 (TTY).

**SMITHSONIAN INSTITUTION FEDERAL POSITIONS**  
**YOUR RESUME OR APPLICATION MUST INCLUDE THE FOLLOWING**  
**INFORMATION RELEVANT TO THIS VACANCY.**

**JOB INFORMATION**

- È Announcement number, job title, and grade level(s) of the job for which you are applying.

**PERSONAL INFORMATION**

- È Full name, mailing address and zip code, home and work telephone numbers (*With area code*), and Social Security Number.
- È Citizenship (*Provide country or countries of citizenship*).
- È Veterans' preference, if any. (*Attach DD-214. Submit SF-15 if claiming 10-point preference.*)
- È Competitive status, if any. (*If you are a current or former Federal employee, attach a copy of your most recent SF-50, Notification of Personnel Action.*)
- È Eligibility under special authority, i.e., applicants with a disability, including veterans, or any other applicants eligible for non-competitive appointment. (*Indicate the basis for your eligibility and attach supporting documentation.*)

**EDUCATION**

- È High school--name, city, state, zip code, and date of diploma or GED.
- È College(s)--For each college you attended, give: name of school, location (*City, State, and Zip Code*), credit hours earned (*Semester or quarter*), and type and year of degree(s), if any.
- È To qualify based on education, submit a copy of your transcript or list of courses (*With credit hours*), major(s), and grade-point average or class rank.

**WORK EXPERIENCE**

- È Describe your paid and non-paid work experience that is related to the job for which you are applying. Provide the following for each job listed:
  - Job title (*Give series and grade if a Federal job*).
  - Name of organization, supervisor's name and telephone number.
  - Starting and ending dates of job (*Month and year*).
  - Average number of hours worked per week.
  - Salary
  - A description of your duties, responsibilities, and accomplishments.
- È Indicate if we may not contact your current supervisor.

**OTHER QUALIFICATIONS**

- È **Job-related** training courses (*Title and year*).
- È **Job-related** skills (*For example, languages and skill level, computer software/hardware, tools, machinery, typing and/or steno speeds*).
- È **Job-related** certificates and licenses (*Current only*).
- È **Job-related** honors, awards, and special accomplishments. For example: publications, memberships in professional or honor societies, leadership and public speaking activities, and performance awards (*Give dates but do not send documents unless requested*).

**ADDITIONAL INFORMATION**

- È Qualifications, as well as legal and regulatory requirements, must be met within 30 days of the closing date.
- È U.S. citizenship is required for most Federal positions. The Immigration Reform and Control Act of 1986 requires employers to hire only individuals who are eligible to work in the United States. Upon reporting for work, an individual will be expected to present proper evidence establishing employability.
- È Before hiring, candidates will be requested to complete a *Declaration for Federal Employment* to determine suitability for Federal employment, to authorize a background investigation, and to certify the accuracy of their application. Most Smithsonian positions require fingerprinting of employees hired.
- È Applications submitted in postage-paid Government envelopes will not be accepted.

**If you omit information requested on this announcement, your application may be rated ineligible.**

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) 275-0145.

*This position is in the Competitive Service. Examining authority is delegated to the Smithsonian Institution by the U.S. Office of Personnel Management.*

**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. **Used only for statistical purposes, the information provided is not a part of the selection process, and 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	<b>Mass media</b> (magazines, newspaper, radio, television, poster, telephone job hot line)
2	<b>Individual</b> (friend, relative, Smithsonian employee, school or college counselor or official)
3	<b>Information technology</b> (Internet, World Wide Web, or SI Web site)
4	<b>Association or organization</b> (professional, community, religious)
5	<b>Other</b> (please indicate)

**Identify yourself in each category: (Circle all appropriate responses)**

**Ethnicity:** HISPANIC - OR - LATINO - OR - SPANISH ORIGIN (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.)

**Race:** Yes No

1	AMERICAN INDIAN OR ALASKA NATIVE	A person having origins in any of the original people of North and 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 and 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, North Africa, or the Middle East
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

Large print forms may be requested from the Smithsonian Institution,  
Office of Equal Employment and Minority Affairs  
750 Ninth St. N.W., Suite 8100, Washington, D.C. 20560-0921.