



### Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

**Executive Assistant**  
**Announcement Number: SITRUST-23-AAA0802**  
**Number of Vacancies: 1**

<b>OPEN DATE:</b>	<b>August 2, 2023</b>
<b>CLOSING DATE:</b>	<b>September 1, 2023</b>
<b>SALARY RANGE:</b>	<b>IS-0301-09 (\$64,957 - \$84,441)</b>
<b>POSITION TYPE:</b>	<b>Trust Fund</b>
<b>APPOINTMENT TYPE:</b>	<b>Excepted/Trust Indefinite</b>
<b>SCHEDULE:</b>	<b>Full Time</b>
<b>DUTY LOCATION:</b>	<b>Washington, DC</b>

**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**

Come join an exciting and vibrant team at the Archives of American Art, America's storyteller for the arts. We are seeking an executive assistant to the newly appointed Director of the Archives of American Art, Smithsonian Institution. Be part of our work to collect, preserve, and provide access to primary sources that tell the stories of the histories of the visual arts in America, encompassing our country's wide-ranging geographies and over many generations.

With a collection of more than 30 million items, the Archives is the largest and most widely used resource in the world on the history of American art and a leader in digitizing archival material and making it available to art world professionals as well as to teachers, students, and a broader public, both in the United States and around the globe. In addition, the Archives has an ongoing oral history project to document living artists, produces an annual awards program, publishes a scholarly journal, produces a monthly podcast, mounts exhibitions in dedicated gallery space in Washington, D.C., and generates gallery talks, books, and blogs.

To learn more about the Archives of American Art, visit its website at [www.aaa.si.edu](http://www.aaa.si.edu).

## **DUTIES AND RESPONSIBILITIES**

The role of this position is to serve as Executive Assistant to the Director and primary liaison from the Director's office to the Board of Trustees for the Archives of American Art. This position is responsible for a wide variety of administrative duties, general support, and coordination on numerous projects and programs within the office.

Key responsibilities include:

- Structuring and organizing administrative work to promote the efficient operation of the Director's office, handling such facets as correspondence, scheduling, travel, report preparation, and file management.
- Serving as the primary liaison between the Board of Trustees, the advisory body for the Archives of American Art, and the Director's office and other AAA staff and providing support to the Board of Trustees
- Supporting the development and execution of projects in the Director's office, including the development and implementation of the Archives of American Art's strategic plan and the Archives' performance metrics
- Providing a positive customer service experience on behalf of the Director's office for the variety of individuals, internal and external to the organization, interacting with the office

## **QUALIFICATION REQUIREMENTS**

To qualify for this position, applicants must possess at least one year of specialized experience equivalent to the IS-7 level performing administrative duties as detailed below, or a Master's or equivalent graduate degree or 2 full years of progressively higher level graduate education leading to such a degree or LL.B. or J.D., if related

Knowledge and experience required for this role include, but are not limited to:

- Established management and administrative practices, techniques, and methodologies common to organizations in order to execute a variety of assignments of increasingly complexity for a small unit situated within a larger complex organization;
- Quantitative and qualitative analytical skills to research, gather, and evaluate information, and to prepare recommendations on a variety of topics;
- Project management, including strategic planning, principles and procedures to plan, coordinate, conduct, and prioritize projects;
- Oral and written skills to draft, prepare, and produce a variety of documents and reports;
- Interpersonal skills to coordinate work among AAA staff members and encourage cooperative relationships both within the organization and with outside parties, and to work effectively with

individuals at all levels with tact, discretion, and consideration;

- Skills in computer applications and software, including the Microsoft Office suite of tools, Adobe Creative Cloud, and travel systems such as Concur.

## WORK ENVIRONMENT

Work is in an office setting. The Archives of American Art has developed a telework policy and, in adherence with this policy, this position will be eligible for telework consideration upon successful completion of the onboarding process. The Smithsonian Institution values and seeks a diverse workforce.

### Please Note:

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.

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

### How To Apply:

<b>Please forward a resume and cover letter to:</b>	<a href="mailto:AAACareers@si.edu">AAACareers@si.edu</a> Please include the position title in the subject line.
Applications received on or before <b>September 1, 2023, at 5:00pm (EST)</b> will be considered. Resumes should include a description of your paid and non-paid work experience that is related to this job; starting and ending dates of job (month and year); and average number of hours worked per week.	
<b>What To Expect Next:</b> 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. After a review of applicant resume is complete, qualified candidates' résumés will be referred to the hiring manager.	

Relocation expenses are not paid.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should send an email to the address listed in the "How To Apply" section above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian's [Accommodation Procedures](#).

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. See Smithsonian EEO program information: [www.si.edu/oeema](http://www.si.edu/oeema).

## 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 at: [https://www.si.edu/ohr/jobs\\_public/trust-eeo/jr/309519](https://www.si.edu/ohr/jobs_public/trust-eeo/jr/309519).