



CAREER OPPORTUNITY

Job Title: Associate Director for Museum Scholarship
Department: Museum Scholarship at Anacostia Community Museum
Reports To: Museum Director

ABOUT WELLS & ASSOCIATES, LLP

Wells & Associates, LLP, is based in Stroudsburg, Pennsylvania, with corporate offices in East Stroudsburg, Pennsylvania. The company began in 2013 and specializes in leisure products that make our free time better, including electronics, camping gadgets, apparel, games, apps, and more. President and CEO is Dr. Holly Wells. Wells & Associates was awarded Best Local Business by the Pocono Bee in 2016 for hiring local college graduates and giving back to the community through service projects and philanthropic giving. Learn more at www.wellsllp.com.

Position Overview

This position is located in the Smithsonian Institution Anacostia Community Museum (ACM). The incumbent serves as Associate Director for Museum Scholarship with overall responsibility, in collaboration with the Director and other leadership staff, to formulate and implement strategic directions for research and scholarship programs of the Museum.

General Responsibilities

Responsibilities Oversee the development of evaluation procedures to determine the effectiveness of programs, plans, and policies. Provide vision, leadership and strategies for the management of Collections, Archives, Research and Curatorial services. Provide vision, leadership and strategies for the management of Marketing and Public Affairs, development of digital strategy on expanding audience online. Serves as supervisory for the Supervisory Collections Manager, Supervisory Museum Curator, Marketing Specialist and Public Affairs Specialist.

Qualifications

Experience: You qualify for this position if you have one year of specialized experience equivalent to at least the GS-13 level in the Federal Service or comparable pay band system. **For this position Specialized experience is defined as** defined as managing multiple programs related to the collections and research of a museum or cultural institution; planning and implementing public relations and/or marketing /social media; approving and evaluating multi-year or long-range work plans.

Experience refers to **paid and unpaid experience**, including **volunteer** work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

WELLS & ASSOCIATES, LLP | MAKING RECREATION FUN AGAIN

200 PROSPECT ST. | EAST STROUDSBURG, PA 18301

www.wellsllp.com



Part-time and/or unpaid experience related to this position will be considered to determine the total number of years and months of experience. Be sure to note the number of paid or unpaid hours worked each week.
Special Instructions for Foreign Education: If you are qualifying by education and/or you have education completed in a foreign college/university described above, it is your responsibility to provide transcripts and proof of U.S. accreditation for foreign study. For instructions on where to fax these documents, see the "Required Documents" section of this announcement.

Museum link: <https://anacostia.si.edu/> Be sure to review the museum's About and Mission pages to familiarize yourself with what this institution is all about and how your talents may fit.

Salary and Benefits

- \$75,628/year + competitive benefits package

How to Apply

Please address cover letter to the following: Dr. Holly Wells, President and CEO

All application materials should be submitted via our D2L Dropbox submission system.

Only qualified individuals being considered will be contacted for an interview.

WELLS & ASSOCIATES IS AN EQUAL OPPORTUNITY EMPLOYER

WELLS & ASSOCIATES, LLP | MAKING RECREATION FUN AGAIN

200 PROSPECT ST. | EAST STROUDSBURG, PA 18301

www.wellsllp.com