SUMMARY
The Museum Conservation Institute (MCI) is the Smithsonian’s center for specialized technical collections research and conservation, where knowledge of materials and the history of technology are combined with state-of-the-art instrumentation and scientific techniques to provide technical research studies and interpretation of artistic, anthropological, biological, and historical objects.

DUTIES AND RESPONSIBILITY
With direction from the Under Secretary for Science and Research, the incumbent develops and implements Museum Conservation Institute’s (MCI) strategic plan for conservation and preservation research and education programs and resource acquisition. Provides leadership, vision, and direction in the development and conduct of conservation and preservation programs and projects. Formulates overall MCI program goals and objectives, and develops short- and long-range plans to accomplish program objectives. Develops and implements an organizational vision consistent with the Secretary’s goals and strategies for the institution. Oversees and coordinates the research activities of the various units within MCI and for integrating them into the overall project objectives. Creates a work environment that encourages creative thinking, while maintaining focus, intensity and persistence.

Reviews and approves proposals for new and expanded conservation and preservation programs and projects. Provides leadership and guidance in modifying and/or improving the proposed projects. Monitors all aspects of research activities, and assesses research progress. Considers the advisability of modifications, expansion, reduction or adaptation to other internal programs and activities, and issues necessary directives to accomplish such actions. Periodically reviews all research programs, with the advice of a Visiting Committee, to determine needs for continuation or complete elimination.

Develops and approves operating policies and procedures. Establishes performance standards for the staff and evaluates their accomplishments. Makes major policy and program decisions including matters of funding, staffing (to ensure advanced knowledge and experience in several areas of physical and chemical science, conservation, education, etc.), organization, and facilities/equipment requirements to maximize resources. Develops and administers policies to achieve management objectives in such areas as equal employment opportunity and management-employee relations. Develops budget requirements, estimates and justifications. In consultation with the staff, originates and designs projects for expanding the scientific research activities of the center. Implements an external development program and oversees an aggressive program of external grant and contract support.

Promotes collaborative scientific and technical research aimed at improved care for Smithsonian and other collections. Assists and supports the Smithsonian’s administration in the design and implementation of strategies that pursue excellence in collections management and dissemination of results. Directs the treatment of artifacts from the collections of the Smithsonian, ranging from prehistoric to space-age in order to achieve results agreed with the curator responsible.
Oversees the advisement of Smithsonian staff members, other museums and individual conservators, both in the U.S. and internationally, on research results and on appropriate methods of treatment for specific objects. Builds national and international collaborations and partnerships. Directs improved customer services, integrating the Center’s work into the work of the Smithsonian museums.

BASIC QUALIFICATIONS
A degree in physical science, engineering, or mathematics that included 24 semester hours in physical science and/or related engineering science such as mechanics, dynamics, properties of materials, and electronics.
–OR–
Combination of education and experience – education equivalent to one of the majors shown above that included at least 24 semester hours in physical science and/or related engineering science, plus appropriate experience or additional education.

SPECIALIZED EXPERIENCE
In addition, applicants must have one year of specialized experience at or equivalent to the GS-15 level. Specialized experience is defined as leading and managing a multi-discipline, collections-based research organization or program within a larger entity related to conservation and preservation.

The applications that meet the basic qualifications will be evaluated further against the following criteria:

1. Demonstrated experience in planning, directing and managing a collections-based research program. This should include experience in formulating and implementing strategic priorities, goal setting, establishing metrics and reporting protocols with scientific and administrative staff.

2. Demonstrated acumen with initiating, developing and stewarding relationships with board members, individual donors, corporate sponsors, foundations and government funders. This should include a successful track record of funded grant proposals and partnerships with the public and private sectors.

3. Possess strong interpersonal and communication skills to build relationships and negotiate solutions that address varied and complex, and occasionally opposing interests among varied audiences.

4. Demonstrated skill and ability as an executive in leading, supervising, challenging, inspiring, and managing a multi-disciplined and culturally diverse workforce. This should include attracting, retaining and motivating employees and displaying a commitment to the EEO/Affirmative Action programs.

HOW TO APPLY
To be considered, please apply through USAJOBS at https://www.usajobs.gov/job/681575100. Position closed on November 1, 2022.

OTHER
This is a Trust (non-Federal) position. The salary range is $147,660 – $222,033 annually and includes a comprehensive benefits program including a retirement plan that provides for an immediate 100% vesting of a generous employer contribution (no employee contribution is required to receive the employer contribution). We also offer a rich program of services and opportunities to balance and enhance your work life. As a result of these programs, the Smithsonian has been rated one of the top 10 places to work in the government.
The Smithsonian is an equal opportunity employer and strongly encourages individuals of all backgrounds, cultures, and nationalities to consider this leadership position. The Smithsonian’s commitment to inclusivity encompasses, but is not limited to, diversity in nationality, ethnicity, race, religion, gender identity, sexual orientation, age, and disability.

This position has been reviewed to determine the level of POSITION SENSITIVITY. Based on the nature of the work, the position has been determined to be Public Trust/HIGH RISK. This designation will require 1) a pre-employment Security Agency Check (SAC) for the prospective incumbent; and 2) a subsequent comprehensive background investigation and favorable adjudication in order to continue in the position.

This appointment will be subject to the applicant’s successful completion of a pre-appointment background check and a subsequent background investigation.

For more information, please visit the Smithsonian Institution website at www.si.edu.