



PUBLIC FELLOWS PROGRAM

Job Title:	Business Development Associate
Organization:	Smithsonian Institution, Smithsonian Enterprises
Location:	Washington, DC
Stipend:	\$65,000 with health insurance for fellow
Start Date:	August 1, 2016

ORGANIZATION DESCRIPTION

As the world's largest museum and research complex, the Smithsonian Institution is a global organization, working across art, history, culture, science, and education in more than 130 countries around the world. Whether assisting in the rescue of cultural treasures following a natural disaster or conducting cutting-edge scientific research for biodiversity conservation, our scholars and professionals are engaged throughout the world to explore, care for, and support our global cultural and natural heritage – all in the service of the Smithsonian's mission: the increase and diffusion of knowledge.

Smithsonian Enterprises is the Smithsonian Institution's brand-building and revenue-producing organization. It has three primary business divisions: media, retail, and consumer products and licensing. The media division includes Smithsonian and Air & Space magazines; a Digital Studio for content development; Smithsonian.com; Smithsonian Books; the Smithsonian Channel, a joint venture with CBS/Showtime; and advertising/media sales operations. The retail operation includes museum and airport stores, the Smithsonian Catalog, IMAX theaters, and food concessions. The consumer products and licensing division includes Smithsonian Journeys, a travel tour company; an educational unit for MOOC and online gaming initiatives; and a consumer-product licensing unit. Revenue generated from these endeavors flows back into the greater Smithsonian Institution to support new and existing programs.

POSITION DESCRIPTION

Reporting directly to the Vice President of Global Business Development, the Business Development Associate will work across Smithsonian Enterprises to expand the Smithsonian brand and create projects through the development of global strategic partnerships. The Associate will be involved in all aspects of business development, including helping develop products and services, creating marketing strategies, and negotiating deals with current and future partners around the world. The Associate will work closely with the business development team to identify new collaboration opportunities with organizations located primarily overseas and then cultivate those partnerships into meaningful activities for the Smithsonian. The Associate will be responsible for these activities within a specific international territory (Americas, Middle East, and/or Asia). Applicants should indicate their preferred focus area(s) in their cover letters. Please note that if the Associate focuses on Asia, the individual will be based in DC, but will also periodically work from Smithsonian Enterprises' New York office.

While the Associate will collaboratively craft the strategy for activities during the fellowship, responsibilities will include:

- Developing and executing marketing strategy and operating policies for the territories of responsibility and using research to understand where the Smithsonian could play a substantive role;
- Traveling to respective markets to conduct outreach with prospective partners; establishing contact through email, telephone, and liaising with US and local embassies; and conducting appropriate follow-up;
- Developing and executing Smithsonian projects tailored to a specific country or region; promoting and increasing awareness of the Smithsonian through events, presentations, meetings, social media outreach, and written communications that are culturally relevant and consistent with the Smithsonian's mission;
- Using models and templates to formulate financial and other business plans for new initiatives in order to inform sound policies and make recommendations to senior management;
- Finalizing new initiatives by coordinating requirements; developing and negotiating contracts; and integrating contract requirements with business operations;
- Representing Smithsonian Enterprises at business meetings, social events, and in other venues; and
- Staying abreast of world events that might affect Smithsonian Enterprises' global initiatives.

REQUIRED AND PREFERRED QUALIFICATIONS:

- PhD in the humanities or humanistic social sciences;
- Ability to be a strong team player, yet work independently to achieve goals;
- Ability to solve practical problems creatively and deal with a variety of variables in complex situations;
- High level of skill in personal communication and negotiation;
- Experience living, studying, or working abroad and written and verbal fluency in at least one foreign language (Spanish, Hindi, Korean and/or Japanese are desirable but not required);
- Ability to thrive in a fast-paced work setting where initiative and self-motivation are expected;
- Proclivity for entrepreneurial thinking and eagerness to help shape a fast-growing business;
- Ability to transition from the conceptual to operational by formulating, developing, and implementing programs;
- Ability to represent the face of the organization in international settings;
- Exemplary public presentation skills; and
- Must be comfortable traveling worldwide for periods of up to two weeks.

APPLICATIONS

- Information on the ACLS Public Fellows Program: www.acls.org/programs/publicfellows
- All applications must be submitted through the ACLS Online Fellowship Application System (ofa.acls.org)
- Application deadline: March 24, 2016, 8 pm Eastern Daylight Time

This position is *only* available through the ACLS Public Fellows program.
You may *not* contact the host institution to inquire about this position.