

Availability Questionnaire
Smithsonian Folklife Festival Vacancy Announcement Number: SFF-2019

Submit only this one-page questionnaire and your résumé when applying.

Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Country of citizenship: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Driver's license number: \_\_\_\_\_

State: \_\_\_\_\_ Date available to begin work: \_\_\_\_\_

Brief job descriptions for the following positions are provided below. Please indicate with an "X" the position(s) for which you want to be considered.

Administrative Staff

\_\_ Financial Admin Asst.

Participant Staff

\_\_ Participant Coordinator

\_\_ Participant Assistant

\_\_ Housing Coordinator

\_\_ Transportation Coordinator

\_\_ Transportation Assistant

Media and Communications

\_\_ Social Media Coordinator

\_\_ Senior Graphic Designer

\_\_ Graphic Design Assistant

Volunteer Staff

\_\_ Volunteer Coordinator

\_\_ Volunteer Assistant

Program Staff

\_\_ Foodways Coordinator

Marketplace Staff

\_\_ Marketplace Assistant

Technical and Operations Staff

\_\_ Shop Foreman

\_\_ Supply Coordinator

\_\_ Supply Assistant

\_\_ Exhibit Worker

\_\_ Sustainability Coordinator

\_\_ Administrative Technical Asst.

\_\_ FolkShop Coordinator

\_\_ Carpenter

\_\_ Exhibit Worker/Driver

\_\_ Operations Assistant

\_\_ Accessibility Coordinator

\_\_ Electrician

\_\_ Exhibit Worker/Operations

Fon, French, and Portuguese speakers are encouraged to apply.

Note: With this Availability Questionnaire, your résumé should include:

- Your work experience as it relates to the positions for which you are applying, including beginning and ending dates, number of hours worked per week, and salary received;
Related education and training information;
A list of references.

Submit all documents in Microsoft Word format by January 25, 2019. You may email (preferred), fax, or mail your résumé and Availability Questionnaire as follows:

Email: TellihoC@si.edu

Fax: (202) 633-6475

Mailing address:

Claudia Telliho, Center for Folklife and Cultural Heritage, Smithsonian Institution
P.O. Box 37012, MRC 520, Washington, D.C. 20013-7012

Street address for deliveries and FedEx:

600 Maryland Ave. SW, Suite 2001, Washington, D.C. 20024

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**2019 Smithsonian Folklife Festival Temporary Job Openings**  
Announcement #SFF-2019

The Smithsonian Center for Folklife and Cultural Heritage will begin interviewing for the following anticipated temporary salaried positions in January. The 2019 Smithsonian Folklife Festival will take place **June 26–30 and July 3–7, 2019**, and will feature programs on the music of Benin, Brazil, D.C., the American South, and more. **Fon, French, and Portuguese speakers are highly encouraged to apply.**

All positions require occasional work on evenings, weekends, and holidays. Many require strenuous work outdoors for at least three to four weeks before, during, and after the Festival. Technical and operations positions require strenuous work outdoors for up to 12 weeks.

<b>Title</b>	<b>Start</b>	<b>End</b>	<b>IS/GS Grade</b>	<b>*Estimated Hourly Rate</b>
Senior Graphic Designer	2-04-19	7-12-19	GS 9	\$26.94
Participant Coordinator	3-18-19	7-26-19	GS 7	\$22.03
Operations Assistant	3-18-19	7-26-19	GS 9	\$26.94
Admin. Technical Asst.	3-18-19	7-26-19	GS 6	\$19.82
Participant Assistant	4-01-19	7-19-18	GS/ IS 6	\$19.82
Exhibit Worker/Ops	4-01-19	7-26-19	WG 7	\$23.07
Marketplace Assistant	4-01-19	7-26-19	IS 6	\$19.82
Shop Foreman	4-01-19	7-26-19	WG 9	\$26.12
Housing Coordinator	4-01-19	7-26-19	GS 6	\$19.82
Exhibit Worker/Driver	4-01-19	7-26-19	WG 5	\$19.47
Volunteer Coordinator	4-01-19	7-19-19	GS 6	\$19.82
Financial Admin. Assistant	4-01-19	8-02-19	GS 6	\$19.82
Carpenter/Welder	4-01-19	7-19-19	WG 9	\$26.12
Transportation Coordinator	4-15-19	7-19-19	GS 6	\$19.82
Supply Coordinator	4-15-19	7-19-19	GS 7	\$22.03
Exhibit Workers	4-15-19	7-26-19	HG 5	\$19.47
Electrician	4-15-19	7-19-19	GS 9	\$26.94
Supply Assistant	4-29-19	7-19-19	GS 5	\$17.38
Volunteer Assistant	4-29-19	7-12-19	GS 5	\$17.38
FolkShop Coordinator	4-29-19	7-26-19	GS 7	\$22.03
Transportation Assistant	5-13-19	7-12-19	IS 5	\$17.78
<b>Contract Positions</b>				
Graphic Design Assistant	3-18-19	7-07-19	<b>Contract</b>	\$21.53
Foodways Coordinator	3-18-19	7-26-19	<b>Contract</b>	\$22.03
Accessibility Coordinator	4-01-19	7-26-19	<b>Contract</b>	\$19.82
Sustainability Coordinator	4-15-19	7-19-19	<b>Contract</b>	\$17.78
Social Media Coordinator	4-15-19	7-26-19	<b>Contract</b>	\$19.82

Individuals interested in the positions listed above should send a résumé and the one-page Availability Questionnaire by **January 25, 2019**. The Smithsonian Institution is an Equal Opportunity Employer.

**\*Hourly rates are pending approval of 2019 federal budget. Not all positions may be filled.**

## 2019 SMITHSONIAN FOLKLIFE FESTIVAL TEMPORARY POSITION DESCRIPTIONS

### **Participant, Program, and Visitor Support**

*These positions are based at the Center for Folklife and Cultural Heritage office in downtown Washington, D.C., and on the National Mall during the Festival.*

**Financial Administrative Assistant:** Works directly with the administrative team in all the financial aspects of the Festival. Prepares purchase order data and petty cash vouchers, makes data entries, and files as needed.

**Foodways Coordinator:** Works with curatorial teams to create menus and demonstration schedules. Works with technical and operations staff to design temporary kitchen. Purchases ingredients and stocks temporary kitchen with tools. Recruits and oversees volunteers.

**Graphic Design Assistant:** Assists the design staff with all event designs such as brochures, exhibition signs, banners, T-shirts, posters, flyers, maps. Required: experience with Adobe InDesign, Illustrator, and Photoshop.

**Senior Graphic Designer:** Assists the art director with all event designs, brochures, exhibition and general signs, banners, T-shirts, posters, flyers, small publications, ID badges, and maps. Required: proficient with Adobe InDesign, Illustrator, and Photoshop.

**Housing Coordinator:** Works with administrative staff as liaison between participant staff and hotel to ensure that participant needs are met. Responsible for ensuring that all financial data complies with the hotel contract.

**Marketplace Assistant:** Assists the Marketplace manager in the Festival Marketplace store with inventory, floor management, and display.

**Participant Assistant:** Assists participant coordinator in making travel, housing, and other arrangements for participants; helps prepare correspondence for participants.

**Participant Coordinator:** Assists the administrative and program staff in making all logistical arrangements for Festival participants. Prepares all correspondence for participants and makes their necessary travel and housing arrangements. Supervises and assigns tasks to the participant assistant.

**Social Media Coordinator:** Works with program and communications staff, participants, and others to create content for Smithsonian Folklife Facebook, Twitter, and Instagram accounts. Coordinates social campaigns, contests, and meetups and prepares graphics, photos, and videos.

**Transportation Assistant:** Assists transportation coordinator to schedule and coordinate all transportation needs of participants during the Festival. Must be at least 25 years old to drive 15-passenger and cargo vans.

**Transportation Coordinator:** Coordinates all transportation needs of the Festival including airport and train station pickups and ongoing transportation for participants between the Festival site and the hotel. Must be at least 25 years old to drive 15-passenger and cargo vans.

**Volunteer Assistant:** Assists volunteer coordinator in all aspects of recruiting, scheduling, and managing volunteers.

**Volunteer Coordinator:** Recruits, schedules, and manages the hundreds of volunteers who support the Festival.

### **Operations Support**

*These positions are based at the Center for Folklife and Cultural Heritage office in downtown Washington, D.C., and on the National Mall during the Festival, build-out, and strike. Some require driving large vehicles.*

**Accessibility Coordinator:** Coordinates all needs for assisted hearing loops, sign language interpreters, real-time captioning, ramps, and any other needs to be in compliance with the Americans with Disabilities Act. Serves as liaison between the Festival and the Smithsonian Accessibility Program.

**Exhibit Worker-Operations:** Loads and unloads trucks, monitors and maintains site facilities, distributes and retrieves supplies, and provides administrative support. Candidates must have experience safely driving box trucks and operating telehandlers.

**Operations Assistant:** Assists operations manager with scheduling vendors, maintaining daily site operations, coordinating and quality-checking vendor deliverables, and managing resources. Develops systems, plans, and schedules to ensure smooth operation, with a focus on public safety.

**Supply Assistant:** Assists the supply coordinator with procurement of all supplies.

**Supply Coordinator:** Works closely with all programs to identify and purchase site supplies. Works to find companies that will donate supplies.

**Sustainability Coordinator:** Works under the direction of the operations manager to implement waste-management program focused on sustainable practices. The role is hands-on in the site waste collection process. Improves existing programs to increase the Festival's diversion rate.

**Technical Support**

*These positions are based in the Folklife Fabrication Shop in Lanham, Maryland, and on the National Mall during the Festival, build-out, and strike. Many require driving large vehicles.*

**Administrative Technical Assistant:** Provides a variety of ancillary office support functions to the technical director and exhibit worker crew during production of the Festival. Provides general clerical assistance, orders supplies, answers telephone calls, receives deliveries, and serves as timekeeper.

**Carpenter:** Performs all skilled carpentry work under the direction of the technical director. Leads construction of stages, scenery, and other operations. Basic drafting skills preferred.

**Electrician:** Plans, installs, repairs, troubleshoots, and modifies new and existing electrical systems.

**Exhibit Workers:** Provide labor for the site preparations, maintenance, and construction for the Festival.

**Exhibit Workers/Driver:** Works under the general direction of the technical director in the warehouse and drives box truck between the FolkShop and National Mall.

**Shop Foreman:** Assists technical director with warehouse production, operations, drafting, logistics, scheduling, materials, and supplies. Develops systems, plans, and schedules to meet production requirements. Strong CAD skills preferred to assist in creation of technical drawings.

**FolkShop Coordinator:** Works under the general direction of the technical director in the fabrication shop to manage the flow of equipment and supplies to the Festival site and back. Assists in managing the storage of Festival items in the shop post-Festival.

<b>QUALIFICATIONS</b>	
<b>Grade</b>	<b>Experience or education required</b>
GS/IS-5	4 years college, or 3 years general experience
GS/IS-6	1 year of specialized experience equivalent to at least the IS/GS-5 level
GS/IS-7	1 year of graduate-level education (or superior academic achievement with 3.0+ GPA, for GS positions only), or 1 year of specialized experience equivalent to at least the IS/GS-5 level, or a combination of both
GS/IS-9	2 years of progressively higher-level graduate education (master's or equivalent graduate degree), or 1 year specialized experience equivalent to at least the IS/GS-7 level, or a combination of both
<b>Exhibit Workers WG/HG:</b> These positions require only that you demonstrate your experience and ability to complete the tasks assigned with no more than normal supervision.	