

**AVAILABILITY QUESTIONNAIRE  
SMITHSONIAN FOLKLIFE FESTIVAL  
VACANCY ANNOUNCEMENT NUMBER SFF-2022**

**NOTE:** *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 the position(s) for which you want to be considered.**

<u><b>Administrative Staff</b></u>	<u><b>Participant Staff</b></u>	<u><b>Media and Communications</b></u>
___ Financial Admin Asst.	___ Participant Coordinator	___ Social Media Coordinator
___ Visitor Services Assistant	___ Participant Assistant	___ Graphic Designer
	___ Housing Coordinator	___ Graphic Design Assistant
<u><b>Volunteer Staff</b></u>	___ Transportation Coordinator	___ Marketing & Media Relations Manager
___ Volunteer Coordinator	___ Transportation Assistant	
___ Volunteer Assistant		
<u><b>Program Staff</b></u>	<u><b>Production Staff</b></u>	<u><b>Marketplace Staff</b></u>
___ Program Assistant	___ Production Assistant	___ Marketplace Coordinator
___ Foodways Assistant	___ Live-Streaming Coordinator	___ Marketplace Assistant
	___ Audio Coordinator	
<u><b>Technical and Operations Staff</b></u>		
___ Assistant Technical Director	___ Administrative Technical Assistant	
___ Operations Assistant	___ Supply Coordinator	___ Warehouse Coordinator
___ Accessibility Assistant	___ Supply Assistant	___ Carpenter/Welder
___ Electrician	___ Exhibit Worker	___ Exhibit Worker/Driver
___ Exhibit Worker/Operations	___ Sustainability Coordinator	

**Arabic speakers highly encouraged to apply.**

With this Availability Questionnaire, your résumé must 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
- No fewer than three references

Submit all documents in **Microsoft Word** format. The deadline has been extended to **February 4, 2022, 5 p.m. ET**. You may email (preferred), fax, or mail your résumé and Availability Questionnaire as follows:

**Email:** [TellihoC@si.edu](mailto:TellihoC@si.edu)

**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: \_\_\_\_\_

**SMITHSONIAN FOLKLIFE FESTIVAL  
TEMPORARY JOB OPENINGS  
(VACANCY ANNOUNCEMENT NUMBER SFF-2022)**

The Smithsonian Center for Folklife and Cultural Heritage will begin interviewing for the following anticipated temporary salaried and contract positions. The 2022 Smithsonian Folklife Festival will take place June 22–26 and June 30–July 4, 2022, featuring programs on the United Arab Emirates and Earth Optimism (other activities to be announced). **Arabic speakers highly encouraged to apply.**

All positions require work on evenings, weekends, and holidays. Many positions require strenuous work outside 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.

Title	Start	End	IS/GS Grade	*Estimated Hourly Rate
Graphic Designer	02-14-22	07-08-22	GS 9	\$28.81
Marketplace Coordinator	02-14-22	08-26-22	IS 9	\$28.81
Admin. Technical Asst.	02-14-22	08-26-22	GS 6	\$21.20
Participant Coordinator	02-28-22	08-26-22	GS 7	\$23.55
Marketplace Assistant	03-14-22	07-29-22	IS 6	\$21.20
Volunteer Coordinator	03-14-22	07-22-22	GS 6	\$21.20
Operations Assistant	03-14-22	07-29-22	GS 7	\$23.55
Carpenter/Welder **	03-14-22	07-29-22	WG 9	\$27.67
Exhibit Workers **	03-14-22	07-29-22	WG/HG 5	\$20.63
Graphic Design Assistant	03-14-22	07-08-22	GS 7	\$23.55
Participant Assistant	03-28-22	07-22-22	GS/IS 6	\$21.20
Financial Admin. Assistant	03-28-22	08-26-22	GS 6	\$21.20
Housing Coordinator	04-11-22	08-26-22	GS 7	\$23.55
Exhibit Worker/Operations	04-11-22	07-29-22	WG 5	\$20.63
Volunteer Assistant	04-11-22	07-22-22	GS 5	\$19.01
Supply Coordinator	04-25-22	07-22-22	GS 7	\$23.55
Transportation Coordinator	05-09-22	07-22-22	GS 6	\$21.20
Transportation Assistant	05-09-22	07-08-22	IS 5	\$19.01
Exhibit Worker/Driver	05-09-22	07-29-22	WG 5	\$20.63
Electrician	05-09-22	07-22-22	GS 9	\$28.81
Warehouse Coordinator	05-09-22	07-29-22	GS 7	\$23.55
Supply Assistant	05-09-22	07-08-22	GS 5	\$19.01
Marketing & Media Rel. Mgr.	02-14-22	08-26-22	Contract	***
Social Media Coordinator	03-14-22	08-26-22	Contract	
Audio Coordinator	04-04-22	07-15-22	Contract	***
Accessibility Assistant	04-11-22	07-22-22	Contract	
Sustainability Coordinator	04-11-22	07-22-22	Contract	
Production Assistant	04-11-22	07-22-22	Contract	
Live-Streaming Coordinator	04-25-22	07-15-22	Contract	***
Foodways Assistant	05-09-22	07-15-22	Contract	
Visitor Services Assistant	06-06-22	07-15-22	Contract	

Individuals interested in the positions listed above should send a résumé and the one-page Availability Questionnaire by **February 4, 2022**. The Smithsonian Institution is an Equal Opportunity Employer.

\* Hourly rates are pending approval of 2022 federal budget. Not all positions may be filled.

\*\*Multiple openings available on a rolling basis with start dates ranging from 03-14 to 06-05.

\*\*\*To be considered, interested parties must respond to the published RFQ by February 4, 2022. For information, email [TellihoC@si.edu](mailto:TellihoC@si.edu) or [RoffmanS@si.edu](mailto:RoffmanS@si.edu).

**Contractors doing business with the federal government including the Smithsonian are required to be registered with Dun & Bradstreet to obtain a DUNs # (at no cost, [dnb.com](http://dnb.com)) and to be enrolled in the System for Award Management, SAM (again, at no cost, [sam.gov](http://sam.gov)). Smithsonian's hiring process for employees is subject to change.**

DESCRIPTION	EMPLOYEE	INDEPENDENT CONTRACTOR
Employment Laws	Covered by a number of federal and state employment and labor laws	Not covered by employment and labor laws
Hiring Practice	Candidate submits résumé to Smithsonian Center for Folklife and Cultural Heritage (CFCH). If qualified, CFCH conducts interview and, if selected, submits résumé to Smithsonian Office of Human Resources (OHR) for approval. Approved applicants must provide a valid Social Security number and date of birth. Tentative job offer letter, including information on the required background investigation, will be sent to candidate by OHR. Final offer letter will follow successful background check.	Candidate submits résumé or proposal to CFCH and may be interviewed. Successful candidates must register with Dun & Bradstreet (D&B) and the System for Award Management (SAM) in order for a contract (Smithsonian Purchase Order) to be written.
Tax Documents	Smithsonian withholds federal and state taxes. Employee receives a W-2 tax form from the Smithsonian.	Smithsonian withholds no part of contractor's payments but provides information to IRS on any amount over \$600 in a calendar year.
Payer's Tax Reporting Requirements	Employee receives a W-2 tax form to use for reporting income to IRS.	Independent contractors will receive a 1099 if paid more than \$600 in a calendar year. Amounts over \$600 must be reported to IRS.
Reporting to Other Agencies	Reports for state and federal Unemployment Insurance	None
Value of Work or Contract	Employees are salaried.	Contractors are paid according to the terms of their contract which may be a daily, hourly, or project rate.
When Paid	Employees are paid on a bi-weekly basis by electronic funds transfer.	Contractors must invoice the Smithsonian for payment. Payments are made through the U.S. Treasury Department via Electronic Funds Transfer to the contractor's bank account.

**SMITHSONIAN FOLKLIFE FESTIVAL  
TEMPORARY JOB DESCRIPTIONS**

**(VACANCY ANNOUNCEMENT NUMBER SFF-2022)**

*Positions may require a combination of independent telework and on-site work. All candidates should be prepared to work on site when requested by their supervisor. For some positions, it will also be beneficial to have a computer and reliable internet service at home. If that is not available, arrangements may be made to work in the Folklife offices.*

*All Smithsonian employees and contractors must be fully vaccinated or receive an approved accommodation, in accordance with Smithsonian Institution's COVID safety policy.*

**Participant, Visitor, and Volunteer 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.*

**Accessibility Assistant:** Assists accessibility coordinator with management of assistive listening systems, sign language interpretation services, real-time captioning, and any other needs to ensure Festival compliance with the Americans with Disabilities Act and accessibility services best practices.

**Assistant Foodways Coordinator:** Assists foodways coordinator with participant menus, demonstration schedules, ingredients purchases, and with supplying temporary kitchen with tools and equipment.

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

**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 Coordinator:** Sources, selects, and purchases goods and merchandise for the Festival Marketplace. Designs footprint and displays, tracks budget, sets budget controls, and manages sales staff.

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

**Participant Coordinator:** Assists 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.

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

**Program Assistant:** Assists curatorial team with content production, participant and partner outreach, and installation of tent interiors. *Arabic speakers and those with subject-matter expertise highly encouraged to apply.*

**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 hotel. *Must be at least 25 years old and able to drive 15-passenger and cargo vans. Driver's license required.*

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

**Visitor Services Assistant:** Assists visitor services manager in preparation of Festival information, accessibility, and volunteers. Acts as a customer service point of contact for the general public during the Festival.

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

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

### **Design, Communications, and Promotion Support**

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

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

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

**Marketing & Media Relations Manager:** Creates and implements a strategy for marketing and media sponsorships. Works with content teams to refine messaging. Develops materials such as press releases and media kits. Responds to media requests and schedule interviews. Solicits media sponsorships. \*\*\* Email [TellihoC@si.edu](mailto:TellihoC@si.edu) or [RoffmanS@si.edu](mailto:RoffmanS@si.edu) for RFQ.

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

### **Production 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.*

**Audio Coordinator:** Works with curatorial, tech, and production staff to understand program and venue audio needs on site. Designs and installs audio systems using Festival and rented equipment. Supervises stage crews, including freelance audio engineers. Consults on mainstage audio system and artist requirements. Works on site during Festival to troubleshoot and ensure smooth operations of audio systems. \*\*\* Email [TellihoC@si.edu](mailto:TellihoC@si.edu) or [RoffmanS@si.edu](mailto:RoffmanS@si.edu) for RFQ.

**Live-Streaming Coordinator:** Designs and supervises live streaming of hybrid digital/in-person programming, operates cameras, live-mixes shows, and beams in remote participants. Works with audio/stage crews to secure high-quality audio source for stream. Coordinates with IT/internet connectivity infrastructure on site. \*\*\* Email [TellihoC@si.edu](mailto:TellihoC@si.edu) or [RoffmanS@si.edu](mailto:RoffmanS@si.edu) for RFQ.

**Production Assistant:** Supports artist advancing, venues, and stage crews. Coordinates stage plots and performer information. Supervises lead volunteer venue management team, oversees movement of equipment and supplies, including stage boxes and backstage hospitality, as well as helps to coordinate stage schedules as they relate to rehearsals, sound checks, backline, and accessibility services.

### **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 work will take place at the Folklife Fabrication Shop in Lanham, Maryland, not easily accessible via public transportation. Candidates should be prepared to provide their own transportation. Some require driving large vehicles.*

**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 it is preferred to have experience operating telehandlers. *Driver's license required.*

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

**Supply Assistant:** Assists supply coordinator with procurement of all supplies. *Driver's license required.*

**Sustainability Coordinator:** Works under the direction of 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 and operations directors during production of the Festival. Provides general clerical assistance, orders supplies, answers telephone calls, receives deliveries, and serves as timekeeper for tech crew.

**Assistant Technical Director:** Assists technical director with pre-production planning; creation of technical drawings using AutoCAD; coordinating and scheduling logistics and labor resources; estimating and ordering materials and supplies; overseeing staff, vendors, and contractors during fabrication, construction/load-in, and strike, both on site and at the off-site shop. Leadership and supervisory experience required.

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

**Electrician:** Leads electrics team to plan, install, repair, troubleshoot, and modify new and existing temporary electrical power distribution systems.

**Exhibit Workers:** Provide fabrication and labor assistance for site preparations, maintenance, and construction.

**Exhibit Workers/Driver:** Works under the general direction of technical director in the shop and drives box truck between the shop and Festival site. *Driver's license required.*

**Warehouse Coordinator:** Works under the general direction of technical director to manage warehouse inventory, develop logistical schedules, and manage flow of equipment and supplies to the Festival site and back. Drives trucks and assists in managing the storage of Festival items in the warehouse post-Festival. *Driver's license required.*

**Overhire (short-term contract positions):** In addition to the temporary positions listed above, the Festival regularly contracts with individuals to carry out specialty work in carpentry, welding, electrical power distribution, logistics, heavy equipment operation, and AV, among other production-related jobs, on an as-needed basis throughout the season. **Inquire with [NelsonTL@si.edu](mailto:NelsonTL@si.edu) if interested in short-term contract work.**

## QUALIFICATIONS

Grade	Experience or education required
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

**Exhibit Workers WG/HG:** These positions require only that you demonstrate your experience and ability to complete the tasks assigned with no more than normal supervision.