

**AVAILABILITY QUESTIONNAIRE  
SMITHSONIAN FOLKLIFE FESTIVAL  
VACANCY ANNOUNCEMENT NUMBER SFF-2023**

**NOTE: Submit only this one-page questionnaire and your résumé when applying. You must be over 16 years of age to apply.**

Name: \_\_\_\_\_ Country of citizenship: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Driver's license number: \_\_\_\_\_ State: \_\_\_\_\_ Date available to begin work: \_\_\_\_\_  
 Have you worked the Festival before? If yes, when? \_\_\_\_\_

**Please indicate the position(s) for which you want to be considered. Brief job descriptions are below.**

**Administrative Staff**

Financial Admin Assistant

**Visitor Services**

Visitor Services Assistant  
 Accessibility Assistant

**Volunteer Staff**

Volunteer Coordinator  
 Volunteer Assistant

**Program Staff**

Program Assistant  
 Foodways Assistant

**Documentation Staff**

Lead Photographer  
 Audio Documentation Asst.  
 Digital Asset Mgmt. Asst.

**Technical & Operations Staff**

Asst. Technical Director  
 Supply Coordinator  
 Supply Assistant  
 Sustainability Coordinator

**Participant Staff**

Participant Coordinator  
 Participant Assistant  
 Housing Coordinator  
 Transportation Coordinator  
 Transportation Assistant

**Production Staff**

Production Assistant  
 Live-Streaming Coordinator  
 Audio Coordinator  
 Stage Manager  
 Sound Crew  
 FOH Venue Managers

**Media and Communications**

Social Media Coordinator  
 Graphic Designer  
 Graphic Design Assistant  
 Marketing & Media Relations Mgr.

**Marketplace Staff**

Marketplace Coordinator  
 Marketplace Assistant  
 Marketplace Site Manager  
 Sales Associate

Admin. Technical Assistant  
 Warehouse Coordinator  
 Carpenter/Welder  
 Electrician  
 Scenic Painter

Operations Assistant  
 Exhibit Worker  
 Exhibit Worker/Operations  
 Exhibit Worker/Warehouse Asst.  
 Exhibit Worker/Forklift Driver

With this Availability Questionnaire, your résumé must include (*follow attached sample!*):

- 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 or PDF format no later than **December 19, 2022, 5 p.m. ET**. You must email your résumé and Availability Questionnaire to [festivaljobs@si.edu](mailto:festivaljobs@si.edu).

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

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

**SMITHSONIAN FOLKLIFE FESTIVAL  
TEMPORARY JOB OPENINGS  
(VACANCY ANNOUNCEMENT NUMBER SFF-2023)**

The Smithsonian Center for Folklife and Cultural Heritage is hiring for the following anticipated temporary salaried and contract positions. The 2023 Smithsonian Folklife Festival will take place June 28–July 9, 2023, featuring programs on the Ozarks and Living Religion (other activities to be announced).

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.

<b>Temporary Staff Positions</b>	<b>Start</b>	<b>End</b>	<b>IS/GS Grade</b>	<b>Est. Hourly Rate*</b>
Graphic Designer	02-13-23	07-07-23	GS 9	\$29.68
Marketplace Coordinator	02-13-23	08-25-23	IS 9	\$29.68
Admin. Technical Assistant	02-27-23	08-04-23	GS 6	\$21.84
Participant Coordinator	02-27-23	07-21-23	GS 7	\$24.27
Volunteer Coordinator	02-27-23	07-21-23	GS 6	\$21.84
Marketplace Assistant	03-13-23	07-29-23	IS 6	\$21.84
Operations Assistant	03-13-23	08-04-23	GS 7	\$24.27
Carpenter/Welder**	03-13-23	07-28-23	WG 9	\$28.80
Graphic Design Assistant	03-13-23	07-07-23	GS 7	\$24.27
Participant Assistants (3)	03-27-23	07-21-23	GS/IS 6	\$21.84
Program Assistants (2)	03-27-23	07-21-23	GS/IS 6	\$21.84
Financial Admin. Assistant	03-27-23	08-25-23	GS 6	\$21.84
Supply Coordinator	03-27-23	07-21-23	GS 7	\$24.27
Exhibit Workers/Tech** (5)	04-10/05-08-23	07-21-23	WG/HG 5	\$21.47
Exhibit Worker/Operations	04-10-23	07-28-23	WG 5	\$21.47
Housing Coordinator	04-10-23	08-11-23	GS 7	\$24.27
Volunteer Assistant	04-10-23	07-14-23	GS 5	\$19.59
Scenic Painter	04-10-23	07-14-23	WG 9	\$28.80
Transportation Coordinator	04-24-23	07-14-23	GS 6	\$21.84
Warehouse Coordinator	04-24-23	07-28-23	GS 7	\$24.27
Electrician	04-24-23	07-21-23	WG 9	\$28.80
Exhibit Worker/Forklift Driver	05-08-23	07-21-23	GS 7	\$24.27
Transportation Assistant	05-08-23	07-14-23	IS 5	\$19.59
Exhibit Worker/Warehouse Asst.	05-08-23	07-21-23	WG 5	\$21.47
Supply Assistant	05-08-23	07-21-23	GS 5	\$19.59

<b>Contract Positions</b>	<b>Start</b>	<b>End</b>
Marketing & Media Relations Mgr.***	02-14-23	08-25-23
Social Media Coordinator	03-14-23	08-25-23
Audio Coordinator***	03-14-23	08-11-23
Sustainability Coordinator	04-11-23	07-21-23
Accessibility Assistant	04-24-23	07-21-23
Production Assistant	04-24-23	07-21-23
Live-Streaming Coordinator***	04-24-23	07-14-23
Foodways Assistant (2)	05-08-23	07-14-23
Visitor Services Assistant	06-08-23	07-14-23
Marketplace Site Manager	06-14-23	07-14-23
Marketplace Sales Associate (20)	06-14-23	07-14-23
Lead Photographer***	06-21-23	08-25-23
Audio Documentation Assistant***	06-21-23	08-25-23
Digital Asset Management Asst.***	06-21-23	08-25-23
Stage Mgrs./Sound Crew/FOH Mgrs.	06-27-23	07-09-23

\* Hourly rates are pending approval of 2023 federal budget. Not all positions may be filled.

\*\* Multiple openings available on a rolling basis, starting from 03-14 to 06-05.

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

Individuals interested in the positions listed above should send a résumé (*please follow sample*) and the one-page Availability Questionnaire by **December 2, 2022**. The Smithsonian Institution is an Equal Opportunity Employer.

Contractors doing business with the federal government including the Smithsonian are required to be registered in the **System for Award Management, SAM** (at no cost, [sam.gov](http://sam.gov)). Smithsonian's processes for hiring employees and independent contractors are 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 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 OPENINGS  
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*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.*

**Participant, Program, 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.

**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.

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

**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.

**Marketplace Site Manager:** Oversees setup and layout of Marketplace, stocking product on shelves and display cases, cash registers, displays, opening and/or closing operations, customer service and security, and cleaning.

**Marketplace Sales Associate:** Assists with the setup and layout of Marketplace, sorting and tagging product as it is inventoried, stocking shelves and display cases, operating cash registers, moving displays, greeting customers and assisting shoppers, opening and/or closing operations, customer service and security, and cleaning.

**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. *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 coordinator in all aspects of recruiting, scheduling, and managing volunteers.

### Communications, Design, Documentation, 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.*

**Audio Documentation Assistant:** Assists the Center's audiovisual archivist in capturing and archiving programming at the Festival, monitors function and quality of recording equipment, performs quality control of digital assets, and helps manage audio documentation volunteers.

\*\*\*Email [PetersonC@si.edu](mailto:PetersonC@si.edu) for RFQ or refer to website posting.

**Digital Asset Management Assistant:** Imports digital documentation (photos, audio, and video) to appropriate network spaces, applies embedded metadata, uploads files to the Smithsonian's Digital Asset Management System (DAMS), and assists archivists in implementing workflows.

\*\*\*Email [PetersonC@si.edu](mailto:PetersonC@si.edu) for RFQ or refer to website posting.

**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, shirts, posters, flyers, and maps. *Required: experience with Adobe InDesign, Illustrator, and Photoshop.*

**Lead Photographer:** Photographs Festival events, prepares all photo equipment for documentation staff, orients and coordinates schedules and assignments for volunteer photographers; and captures, imports, and applies embedded metadata to image files. \*\*\*Email [PetersonC@si.edu](mailto:PetersonC@si.edu) for RFQ or refer to website posting.

**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 [RoffmanS@si.edu](mailto:RoffmanS@si.edu) for RFQ or refer to website posting.

**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 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 main-stage audio system and artist requirements. Works on site during Festival to troubleshoot and ensure smooth operations of audio systems.

\*\*\*Email [RoffmanS@si.edu](mailto:RoffmanS@si.edu) for RFQ or refer to website posting.

**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 on IT/internet connectivity infrastructure on site.

\*\*\*Email [RoffmanS@si.edu](mailto:RoffmanS@si.edu) for RFQ or refer to website posting.

**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.

**Sound Crew:** Sets up and operates audio equipment on Festival stages. Interfaces with artists for sound check and performances.

**Stage Manager:** Greets Festival artists, keeps stages running on time, supervises stage and sound crew.

**FOH Venue Manager:** Keeps the audience area of a venue tidy and running smoothly, handles customer service, and answers questions.

## 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.*

**Operations Assistant:** Assists operations director 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 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.

\*\*\*Email [MorrisJ2@si.edu](mailto:MorrisJ2@si.edu) for RFQ or refer to website posting.

## 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 electricians 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/Warehouse Assistant:** 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.*

**Exhibit Workers/Forklift Driver:** Works under the general direction of technical director in the shop and drives a forklift on the 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.*

**Scenic Painter:** Works under the general direction of technical director to paint backdrops, murals, structures, or installations on the Festival site. Some background in scenic artistry for theater productions helpful.

**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	
<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.	

**SAMPLE RESUME – You must follow this format**

**John/Jane Doe, 235 Main St., Rochester, NY, USA 14609**

Are you over 25? Yes / No [hellojane@gmail.com](mailto:hellojane@gmail.com) 202-333-0120

**EXPERIENCE**

**Martell Arts Council, Dorne, Westeros**

Logistics Coordinator (FT, 40 hours per wk., \$55,000 per yr.) May 10, 2021 – March 1, 2022

1. Coordinated transportation/housing logistics and schedules for staff and artists of Martell produced folk festivals
2. Communicated with artist by email and phone
3. Composed contracts and managed the MAC internal database for accuracy

**Mother of Dragons Academy, Smithfield, IO**

Teacher (FT, 40 hours per wk., \$45,000 per yr.) March 8, 2021 – January 29, 2022

1. Ensured the safety of primary kindergarten student throughout the day
2. Facilitated an inclusive classroom environment for kindergarteners
3. Created accessible educational English Language, American Sign Language, and Mathematics content (grades K-8)

**Rob Stark Dental Practice, North, PA**

Office Manager (FT, 40 hours per wk., \$25 an hour) April 1, 2020 – March 31, 2021

1. Processed, ordered, restocked and organized the entire denture inventory
2. General Office work, including phone, computer data base, correspondence and billing

**Targaryen International School, Crownland, CA**

Teacher (PT, 30 hrs. per wk. Contract \$24 per hr) November 1, 2019 – April 1, 2020

1. Established a printing partnership and a publishing house dedicated to supporting women authors
2. Recorded folktales in both Dothraki language and English
3. Taught beginner Meereen language skills and after school nursery classes

**Martell Arts Council, Dorne, Westeros**

Production Assistant (FT, 40 hours a week, \$24 per hr.) June 3, 2019 – October 25, 2019

1. Managed stage crew, performers, and dragons during live shows each day over the course of 4 folk festivals
2. Created Production schedules for staff and oversaw the work of all production assistants

**Smithsonian Institution, Center for Folklife and Cultural Heritage, Washington, D.C.**

Festival Participant Assistant (FT, 40 hrs. per wk. Contract \$1000) May 13, 2019 – June 30, 2019

Folklife Festival Summer Unpaid Intern (Full Time, 40 hrs. per wk.) May 8, 2018 – July 10, 2018

1. Collaborated with curators to assist in coordinating food, housing, transportation, health and emotional/cultural concerns for Festival participants
2. Generated materials, updated participant database, and harmonized participant travel/housing logistics
3. Recruited and organized festival volunteers while assisting the production manager with site set up

**Three Eye Raven School, Hollow Tree, NJ**

Teacher's Assistant (PT, 15 hours a week, \$12 per hr.) Sept 9, 2016 – May 15, 2019

1. Facilitated a calm atmosphere conducive to learning language arts, folklore and crafts.



## EDUCATION

### **Drew University, BA**

**May 2019**

*Majors:* French & Sociology/Anthropology

*Minors:* Peace and Justice Studies & Gender Studies

GPA: 3.98

*Honors:* Dean's list (Fall 2015-Spring 2019), Honors program, MLK Ripple of Hope Award, Sister Eloise-Thérèse Alpha Mu Gamma Scholarship, Bukvic Memorial Scholarship in German, Edie Cassidy Award for Peace and Justice Studies

### **J. Snow School of Labor and Wall Studies**

**December 2020**

Graduate Certificate in Labor Studies

Interned with SEIU Local 512 & Justice for Janitors

**Certifications and Skills:** CAD, Photoshop, Dragon Wrangler, CPR & First Aid Certified (2021), Peer Mediation & Dialogue Facilitator (re-certified 2017, 2018, 2019), conversational Dothraki, working knowledge of theatre electrics/lighting, social media management, writing & editing, cross-cultural competency, working on & managing a team, community organizing, Microsoft Office & Google Suites, zine design, education & tutoring, special event planning, meticulous logistics.

## REFERENCES

### **Linda Martinez**

Director of Sales, North America

ABC Company

512-555-6789

[l.martinez@abccompany.com](mailto:l.martinez@abccompany.com)

*Direct supervisor*

### **Jesse M. Sanders**

Senior Project Manager

DeerSweater Inc.

763-976-1599

[jesse.sanders@deersweater.com](mailto:jesse.sanders@deersweater.com)

*Co-worker*

### **Joseph Smith**

Professor, McCollough School of Business

State University

512-555-1234

[joseph.z.smith@email.com](mailto:joseph.z.smith@email.com)

*College professor and thesis advisor*