

SMITHSONIAN FOLKLIFE FESTIVAL TEMPORARY JOB OPENINGS

(VACANCY ANNOUNCEMENT NUMBER SFF-2024)

The Smithsonian Center for Folklife and Cultural Heritage is hiring for the following anticipated temporary salaried and contract positions. The 2024 Smithsonian Folklife Festival will take place June 26–30, July 3–7.

To apply, fill out the [online application form](#) by **December 1, 2023**. The Smithsonian Institution is an Equal Opportunity Employer.

Temporary Staff Positions	Start	End	IS/GS Grade	Est. Hourly Rate*
Graphic Designer	02-26-24	07-05-24	GS 9	\$31.12
Marketplace Coordinator	02-26-24	08-23-24	IS 9	\$31.12
Admin. Technical Assistant	02-26-24	08-02-24	GS 6	\$22.90
Participant Coordinator	02-26-24	07-19-24	GS 7	\$25.45
Volunteer Coordinator	02-26-24	07-19-24	GS 6	\$22.90
Marketplace Assistant	03-11-24	07-26-24	IS 6	\$22.90
Operations Assistant	03-11-24	08-02-24	GS 9	\$31.12
Carpenter/Welder**	03-11-24	07-26-24	WG 9	\$30.20
Graphic Design Assistant	03-11-24	07-05-24	GS 7	\$25.45
Participant Assistant	03-25-24	07-19-24	GS/IS 6	\$22.90
Financial Administrative Assistant	03-25-24	08-23-24	GS 6	\$22.90
Supply Coordinator	03-25-24	07-19-24	GS 7	\$25.45
Exhibit Workers/Tech**	04-08/05-06-24	07-19-24	WG/HG 5	\$22.52
Exhibit Worker/Operations	04-08-24	07-26-24	WG 5	\$22.52
Housing Coordinator	04-08-24	08-09-24	GS 7	\$25.45
Volunteer Assistant	04-08-24	07-12-24	GS 5	\$20.54
Scenic Painter	04-08-24	07-12-24	WG 9	\$30.20
Program Assistant	04-28-24	07-26-24	GS/IS 6	\$22.90
Transportation Coordinator	04-22-24	07-12-24	GS 6	\$22.90
Warehouse Coordinator	04-22-24	07-26-24	GS 7	\$25.45
Electrician	04-22-24	07-19-24	WG 9	\$30.20
Exhibit Worker/Forklift Driver	05-06-24	07-19-24	GS 7	\$25.45
Transportation Assistant	05-06-24	07-12-24	IS 5	\$20.54
Exhibit Worker/Warehouse Assistant	05-06-24	07-19-24	WG 5	\$22.52
Supply Assistant	05-06-24	07-19-24	GS 5	\$20.54

Contracts	Start	End
Accessibility Coordinator***	01-15-24	08-30-24
Marketing & Media Relations Manager***	02-26-24	08-23-24
Social Media Coordinator***	03-11-24	08-23-24
Audio Coordinator***	03-11-24	08-09-24
Sustainability Coordinator***	04-08-24	07-19-24
Accessibility Assistant	04-22-24	07-19-24
Production Assistant	04-22-24	07-19-24
Livestreaming Coordinator***	04-22-24	07-12-24
Foodways Assistant	05-06-24	07-12-24
Sustainability Assistant***	05-20-24	07-19-24
Visitor Services Assistant	06-10-24	07-12-24
Marketplace Site Manager	06-12-24	07-12-24
Lead Photographer***	06-19-24	08-23-24
Audio Documentation Assistant***	06-19-24	08-23-24
Digital Asset Management Assistant***	06-19-24	12-27-24
Stage Mgrs./Sound Crew/FOH Mgrs.	06-26-24	07-07-24

* Hourly rates are pending approval of 2024 federal budget. Not all positions may be filled.

** Multiple openings available on a rolling basis, starting from 03-11 to 06-03.

*** For these contract positions, this application serves as an indication of interest. Applicants will need to respond to a forthcoming request for quote. For information, email RoffmanS@si.edu.

SMITHSONIAN FOLKLIFE FESTIVAL

TEMPORARY JOB DESCRIPTIONS

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 twelve weeks.

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 and/or the hotel during the Festival.

Accessibility Coordinator: Manages and schedules assistive listening systems, sign language interpretation services, real-time captioning, visual description tours and other specialized programming, and any other needs to ensure Festival compliance with the Americans with Disabilities Act and accessibility services best practices.

Accessibility Assistant: Assists accessibility coordinator with management of access services 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.

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.

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 Folklife office in downtown 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 WalkerDM@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 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 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 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.

****Email RoffmanS@si.edu for RFQ or refer to website posting.*

Production Support

These positions are based at the Folklife office in downtown 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 for RFQ or refer to website posting.

Livestreaming Coordinator: Designs and supervises livestreaming 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 for RFQ or refer to website posting.

Production Assistant: Supports artist advancing, venues, and stage crews. Coordinates stage plots and performer information. Works with 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 Folklife office in downtown D.C. and on the National Mall during the Festival, build-out, and strike. Some work takes 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 positions 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 education of staff and public, and site management of resource recovery streams including landfill, recycling, and composting. Builds on existing programs to increase the Festival's trash-diversion rate and make a large-scale event more environmentally sustainable. Works with vendor management. ***Email MorrisJ2@si.edu for RFQ or refer to website posting.

Sustainability Assistant: Assists Sustainability Coordinator in implementing resource recovery program focused on sustainable practices. The role is hands-on in the site management of landfill, recycling, and composting.

***Email 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.

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

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

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.*

Logistics/Warehouse Coordinator: Works under the general direction of the technical director to manage the warehouse inventory, to develop logistical schedules, and to manage the 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 design and produce scenic renderings, paint scenery, murals, structures, or installations on the Festival site. A background in scenic artistry for theater productions preferred.

Shop Manager: Assists technical director with production, fabrication, operations, drafting, logistics, scheduling, materials, and supplies. Develops systems, plans, and schedules to meet production requirements. Maintains shop infrastructure and manages production workflows. Strong CAD skills preferred to assist in creation of technical drawings.

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

Qualifications for Temporary Employees

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.

Information for Contractors

Contractors doing business with the federal government, including the Smithsonian, are required to be registered in the **System for Award Management** at sam.gov. Registration is free, but the process can take several weeks. See the Center's [Guide to Enrolling in SAM](#), and begin the process as soon as possible. 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.