

SMITHSONIAN FOLKLIFE FESTIVAL TEMPORARY JOB OPENINGS

(VACANCY ANNOUNCEMENT NUMBER SFF-2025)

The Smithsonian Center for Folklife and Cultural Heritage is seeking candidates for the following temporary salaried and contract positions for the 2025 Smithsonian Folklife Festival, taking place on the National Mall in Washington, D.C., July 2–7. The program, *Looking Forward: Youth and the Future of Culture*, will feature participants involved in media production, building trades, language reclamation, environmental sustainability, lowrider construction, music, and craft.

All positions require in-person work at least during the Festival and the weeks prior; some positions may allow for remote work at the beginning and end of the date range. See position descriptions on pages 3–6.

These include both temporary employment and contract positions, which have different hiring procedures, payment methods, and tax implications. Temporary employees are hired and paid based on the federal [General Schedule](#) (GS/WG) or [Smithsonian trust](#) (IS/HG) classification systems. Note that hourly rates are pending approval of 2025 federal budget. Not all positions may be filled. The Smithsonian is an [Equal Opportunity Employer](#).

To apply, complete and submit the [online application form](#) no later than **December 6, 2024**.

Participant, Program, Visitor & Volunteer Support	Start Date	End Date	Job Type	Hourly Rate
Accessibility Coordinator*	01-13-25	08-29-25	Contract	Varies
Accessibility Assistant	04-14-25	07-18-25	Contract	Varies
Community Engagement Coordinator	01-13-25	08-29-25	Contract	Varies
Cultural Participant Liaison	06-23-25	07-11-25	Contract	Varies
Financial Administrative Assistant	03-23-25	08-22-25	Temp employee, GS/IS-6	\$24.11
Foodways Assistant	05-05-25	07-18-25	Contract	Varies
Gardens Coordinator	05-05-25	07-18-25	Contract	Varies
Housing Coordinator	04-07-25	08-08-25	Temp employee, GS/IS-7	\$26.80
Participant Coordinator	02-24-25	07-25-25	Temp employee, GS/IS-7	\$26.80
Participant Assistant	03-24-25	07-18-25	Temp employee, GS/IS-6	\$24.11
Transportation Coordinator	04-21-25	07-11-25	Temp employee, GS/IS-6	\$24.11
Transportation Assistant	05-05-25	07-11-25	Temp employee, GS/IS-5	\$21.63
Visitor Services Assistant	06-09-25	07-11-25	Contract	Varies
Volunteer Coordinator	02-24-25	07-25-25	Temp employee, GS/IS-6	\$24.11
Volunteer Assistant	04-07-25	07-11-25	Temp employee, GS/IS-5	\$21.63

Concessions & Marketplace	Start Date	End Date	Job Type	Hourly Rate
Concessions Coordinator	03-10-25	07-25-25	Temp employee, IS-9	\$32.78
Marketplace Coordinator	02-10-25	08-22-25	Temp employee, IS-9	\$32.78
Marketplace Assistant	03-10-25	07-25-25	Temp employee, IS-6	\$24.11
Marketplace Site Manager	06-09-25	07-11-25	Contract	Varies
Communications, Design & Documentation	Start Date	End Date	Job Type	Hourly Rate
Audio Documentation Assistant*	06-23-25	08-22-25	Contract	Varies
Digital Asset Management Assistant*	06-23-25	12-19-25	Contract	Varies
Graphic Designer	02-24-25	07-04-25	Temp employee, GS/IS-9	\$32.78
Graphic Design Assistant	03-10-25	07-04-25	Temp employee, GS/IS-7	\$26.80
Lead Photographer*	06-23-25	08-22-25	Contract	Varies
Marketing & Media Relations Manager*	02-17-25	08-15-25	Contract	Varies
Social Media Coordinator*	02-17-25	08-22-25	Contract	Varies
Production Support	Start Date	End Date	Job Type	Hourly Rate
Audio Coordinator*	03-10-25	08-08-25	Contract	Varies
Festival Services Assistant	04-21-25	07-25-25	Temp employee, GS/IS-5	\$21.63
Livestreaming Coordinator*	04-21-25	07-11-25	Contract	Varies
Production Assistant	04-21-25	07-18-25	Contract	Varies
Stage Manager/Sound Crew/FOH Manager	07-01-25	07-07-25	Contract	Varies
Sustainability Coordinator*	04-07-25	07-18-25	Contract	Varies
Sustainability Assistant*	05-19-25	07-18-25	Contract	Varies
Technical Support	Start Date	End Date	Job Type	Hourly Rate
Administrative Technical Assistant	02-24-25	08-01-25	Temp employee, GS/IS-6	\$24.11
Carpenter**	03-10-25	07-25-25	Temp employee, WG-9	\$31.81
Exhibit Worker/Tech Crew**	04-07-25	07-18-25	Temp employee, WG/HG-5	\$23.72
Exhibit Worker/Forklift Driver	05-05-25	07-18-25	Temp employee, G/ISS-7	\$26.80
Logistics Coordinator	04-21-25	07-25-25	Temp employee, GS/IS-7	\$26.80
Scenic Painter	04-21-25	07-11-25	Temp employee, WG-9	\$31.81
Supply Coordinator	03-24-25	07-18-25	Temp employee, GS/IS-7	\$26.80
Supply Assistant	05-05-25	07-18-25	Temp employee, GS/IS-5	\$21.63
Overhire Technicians	Varies	Varies	Contract	Varies

* 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.

** Multiple openings available on a rolling basis.

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 & 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.

Community Engagement Coordinator: Works with program curator to plan and facilitate outreach to greater Washington, D.C.-area communities and to coordinate related meetings, events, and online publications. *Email FentonR@si.edu for RFQ or refer to website posting.

Cultural Participant Liaison: Assists participant staff in supporting hospitality needs for participants with English-Spanish bilingual communication and cultural competency. *Email FentonR@si.edu for RFQ or refer to website posting.

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.

Gardens Coordinator: Plans, sources, installs, and maintains demonstration garden beds. Assists curatorial team with scheduling and presenting events in the gardens venue. *Email FentonR@si.edu for RFQ or refer to website posting.

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.

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.

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, with clean driving record.*

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, with clean driving record.*

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.

Concessions & Marketplace

These positions are based at the Folklife office in downtown Washington, D.C., and on the National Mall.

Concessions Coordinator: Coordinates timely plans and deliverables for commercial kitchen build-out and supports third-party concessions vendor, food preparation workflow, points of sale and administration, and sales staff. Manages internal and external relationships with Festival staff, vendors, and National Park Service.

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 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.

Communications, Design, and Documentation

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, Instagram, and X 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. 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. All positions require physical exertion and the ability to lift 30 to 50 lbs. Some positions require driving large vehicles and heavy equipment.

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.

Festival Services Assistant: Assists production and Festival services team with tracking vendors, maintaining daily site operations, coordinating and quality-checking vendor deliverables, and managing resources, with a focus on IT, golf carts, radios, and security. Develops systems, plans, and schedules; distributes and retrieves supplies; and provides administrative support. It is preferred that candidates have experience safely driving box trucks and/or operating telehandlers. *Driver's license required.*

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 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, and 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.

Sustainability Coordinator: Works 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 RoffmanS@si.edu for RFQ or refer to website posting.

Sustainability Assistant: Assists 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 RoffmanS@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 All positions require physical exertion and the ability to lift 30 to 50 lbs. Some positions require driving large vehicles and heavy equipment.

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, creates documents, answers telephone calls, receives deliveries, serves as timekeeper, and assists crew with physical production-related tasks.

Carpenter: Performs skilled fabrication work under the direction of technical director. Leads construction of stages, scenery, and other operations.

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

Exhibit Workers/Tech Crew: Provide fabrication and labor assistance for site preparations, installation, construction, and production support during the event.

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 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 and 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.

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. Must be able to lift and move supplies weighing up to 30 lbs.*

Supply Assistant: Assists coordinator with procurement of all supplies. *Driver's license required. Must be able to lift and move supplies weighing up to 30 lbs.*

Overhire Technicians: 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.