

Availability Questionnaire

Smithsonian Folklife Festival Vacancy Announcement Number: SFF-2017

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

Name: _____

Date of Birth: _____ Country of Citizenship: _____

Phone: _____ E-mail: _____

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.

Administrative Staff

Financial Admin Asst.

Participant Staff

Participant Coordinator

Participant Assistant

Housing Coordinator

Transportation Coordinator

Transportation Assistant

Media and Communications

Social Media Coordinator

Design Assistant

Volunteer Staff

Volunteer Coordinator

Volunteer Assistant

Marketplace Staff

Marketplace Assistant

Technical and Operations Staff

Carpenter/Shop Foreman

Supply Coordinator

Carpenter

Exhibit Worker

Sustainability Coordinator

Administrative Technical Asst.

Supply/Warehouse Coordinator

Electrician

Exhibit Worker/Driver

ATD/Operations Asst.

Supply Assistant

Accessibility Coordinator

Exhibit Worker/Operations

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 **February 11, 2017**. You may e-mail (preferred), fax, or mail your résumé and Availability Questionnaire as follows:

E-mail: 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, DC 20024

Signature: _____

Date: _____

2017 Smithsonian Folklife Festival Temporary Job Openings

Announcement #SFF-2017

The Smithsonian Center for Folklife and Cultural Heritage will begin interviewing for the following anticipated temporary salaried positions in January. The 2017 Smithsonian Folklife Festival will take place June 29–July 4 and July 6–9, 2017, featuring programs on *Circus Arts*, *American Folk: Celebrating the NEA National Heritage Fellows*, and *On the Move*.

All positions require occasional 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
Design Assistant	2-20-17	7-08-17	GS 7	\$20.93
Financial Admin Assistant	2-20-17	8-18-17	GS 6	\$18.84
Admin. Technical Asst.	3-06-17	7-21-17	GS 6	\$18.84
Participant Coordinator	3-06-17	7-28-17	GS 7	\$20.93
Housing Coordinator	3-20-17	7-28-17	GS 6	\$18.84
Participant Assistant	3-20-17	7-14-17	IS 6	\$18.84
Carpenter/Shop Foreman	4-03-17	7-21-17	GS 9	\$25.60
Carpenter	4-03-17	7-21-17	GS 9	\$25.60
Exhibit Workers	4-03-17	7-21-17	HG 5	\$18.49
ATD/Operations Assistant	4-03-17	7-29-17	GS 9	\$25.60
Supply Coordinator	4-03-17	7-21-17	GS 7	\$18.84
Volunteer Coordinator	4-03-17	7-21-17	GS 6	\$18.84
Electrician	4-17-17	7-21-17	GS 9	\$25.60
Marketplace Assistant	4-17-17	7-28-17	GS 6	\$18.84
Transportation Coordinator	4-17-17	7-14-17	GS 6	\$18.84
Supply/Warehouse Coord.	4-17-17	7-21-17	GS 7	\$20.93
Accessibility Coordinator	5-01-17	7-21-17	Contract	\$18.84
Exhibit Worker/Driver	5-01-17	7-21-17	WG 5	\$18.49
Exhibit Worker/Ops	5-01-17	7-21-17	WG 5	\$18.49
Social Media Coordinator	5-01-17	7-21-17	GS 6	\$18.84
Supply Assistant	5-01-17	7-14-17	GS 5	\$16.90
Volunteer Assistant	5-01-17	7-14-17	GS 5	\$16.90
Transportation Assistant	5-15-17	7-14-17	GS 5	\$16.90
Sustainability Coordinator	5-22-17	7-21-17	Contract	\$16.90

Individuals interested in any of the positions listed above should send a résumé and the one-page Availability Questionnaire by **February 11, 2017**. The Smithsonian Institution is an Equal Opportunity Employer.

***Hourly rates are pending approval of 2017 federal budget. Not all positions may be filled.**

2017 Smithsonian Folklife Festival Temporary Position Descriptions

Listed in order of projected start dates

FESTIVAL OFFICE STAFF

These positions require reporting to the Center for Folklife and Cultural Heritage (CFCH) 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.

Design Assistant: Assists the design staff with all event designs such as brochures, exhibition signs, banners, T-shirts, posters, flyers, maps, and more. Experience with Adobe CS required.

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.

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 is in compliance with hotel contract agreement.

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

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

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

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

Volunteer Assistant: Assists the Volunteer Coordinator in all aspects of recruiting, scheduling, and managing volunteers.

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 rental vans.

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 rental vans.

TECHNICAL AND OPERATIONS STAFF

Most of these positions are based in the CFCH warehouse in Lanham, Maryland, and on the National Mall during the Festival, build-out, and strike. Many require driving large vehicles.

Carpenter/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.

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.

Exhibit Workers: Provide labor for the site preparations, maintenance, and construction for the Festival. Work under the general direction of the Technical Director.

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

Supply/Warehouse Coordinator: Works under the general direction of the Technical Director in the warehouse to manage the flow of equipment and supplies from the warehouse to the Festival site and return. Assists in managing the storage of Festival items in the warehouse post-Festival.

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.

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

Exhibit Workers/Driver: Works under the general direction of the Technical Director in the warehouse and drives box truck between the warehouse and National Mall.

Exhibit Workers/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. Works under the direction of the Operations Manager to create a smoothly functional Festival site.

Supply Assistant: Assists the Supply Coordinator with procurement of all supplies.

Sustainability Coordinator: Works under general 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 our diversion rate.

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.