

## Availability Questionnaire

Smithsonian Folklife Festival Vacancy Announcement Number: SFF-2021

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.**

<b>Administrative Staff</b>	<b>Participant Staff</b>	<b>Media and Communications</b>
<input type="checkbox"/> Financial Admin Asst.	<input type="checkbox"/> Participant Coordinator	<input type="checkbox"/> Social Media Coordinator
	<input type="checkbox"/> Participant Assistant	<input type="checkbox"/> Graphic Designer
<b>Volunteer Staff</b>	<input type="checkbox"/> Housing Coordinator	<input type="checkbox"/> Graphic Design Assistant
<input type="checkbox"/> Volunteer Coordinator	<input type="checkbox"/> Transportation Coordinator	
<input type="checkbox"/> Volunteer Assistant	<input type="checkbox"/> Transportation Assistant	
<b>Program Staff</b>	<b>Production Staff</b>	<b>Marketplace Staff</b>
<input type="checkbox"/> Program Assistant	<input type="checkbox"/> Production Assistant	<input type="checkbox"/> Marketplace Coordinator
<input type="checkbox"/> Foodways Assistant	<input type="checkbox"/> Live-Streaming Coordinator	<input type="checkbox"/> Marketplace Assistant
	<input type="checkbox"/> Audio Coordinator	
<b>Technical and Operations Staff</b>	<input type="checkbox"/> Shop Foreman	<input type="checkbox"/> Administrative Technical Asst.
<input type="checkbox"/> Assistant Technical Director	<input type="checkbox"/> Supply Coordinator	<input type="checkbox"/> Warehouse Coordinator
<input type="checkbox"/> Operations Assistant	<input type="checkbox"/> Supply Assistant	<input type="checkbox"/> Carpenter
<input type="checkbox"/> Accessibility Assistant	<input type="checkbox"/> Exhibit Worker	<input type="checkbox"/> Exhibit Worker/Driver
<input type="checkbox"/> Electrician	<input type="checkbox"/> Sustainability Coordinator	
<input type="checkbox"/> Exhibit Worker/Operations		

**Arabic speakers are highly encouraged to apply.**

**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 **January 29, 2021**. You may email (preferred) 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: \_\_\_\_\_

**2021 Smithsonian Folklife Festival Temporary Job Openings**  
Announcement #SFF-2021

The Smithsonian Center for Folklife and Cultural Heritage will begin interviewing for the following anticipated temporary salaried positions in January. The 2021 Festival will take place June 23–27 and June 30–July 4 featuring programs on the United Arab Emirates and Smithsonian Conservation Commons. **Arabic speakers are highly encouraged to apply.**

<b>Title</b>	<b>Start</b>	<b>End</b>	<b>IS/GS Grade</b>	<b>*Estimated Hourly Rate</b>
<b>Assistant Technical Director</b>	1-18-21	8-13-21	GS 9	\$28.53
<b>Senior Graphic Designer</b>	2-15-21	7-09-21	GS 9	\$28.53
<b>Shop Foreman</b>	3-01-21	7-30-21	WG 9	\$27.67
<b>Admin. Technical Asst.</b>	3-01-21	7-30-21	GS 6	\$20.99
<b>Marketplace Coordinator</b>	3-01-21	7-30-21	IS 9	\$28.53
<b>Participant Coordinator</b>	3-15-21	7-30-21	GS 7	\$23.32
<b>Carpenter/Welder **</b>	3-15-21	7-21-21	WG 9	\$27.67
<b>Program Assistant</b>	3-15-21	7-30-21	IS 5	\$18.83
<b>Operations Assistant</b>	3-29-21	7-30-21	GS 9	\$28.53
<b>Exhibit Worker/Ops</b>	3-29-21	7-30-21	WG 7	\$24.44
<b>Marketplace Assistant</b>	3-29-21	7-30-21	IS 6	\$20.99
<b>Volunteer Coordinator</b>	4-12-21	7-16-21	GS 6	\$20.99
<b>Participant Assistant</b>	4-12-21	7-16-21	GS/IS 6	\$20.99
<b>Exhibit Workers **</b>	4-12-21	7-21-21	HG 5	\$20.63
<b>Financial Admin. Assistant</b>	4-12-21	8-13-21	GS 6	\$20.99
<b>Supply Coordinator</b>	4-12-21	7-16-21	GS 6	\$20.99
<b>Supply Assistant</b>	4-26-21	7-16-21	GS 5	\$18.83
<b>Housing Coordinator</b>	4-26-21	7-30-21	GS 6	\$20.99
<b>Transportation Coordinator</b>	4-26-21	7-16-21	GS 6	\$20.99
<b>Volunteer Assistant</b>	5-10-21	7-16-21	GS 5	\$18.83
<b>Transportation Assistant</b>	5-10-20	7-09-21	IS 5	\$18.83
<b>Electrician</b>	5-10-21	7-16-21	GS 9	\$28.53
<b>Warehouse Coordinator</b>	5-10-21	7-30-21	GS 7	\$23.32
<b>Exhibit Worker/Driver</b>	5-24-21	7-21-21	WG 5	\$20.63
<b>Audio Coordinator</b>	3-15-21	7-16-21	<b>Contract</b>	Subject to competitive bid
<b>Graphic Design Assistant</b>	3-15-21	7-09-21	<b>Contract</b>	\$20.99
<b>Accessibility Assistant</b>	4-12-21	7-16-21	<b>Contract</b>	\$18.83
<b>Social Media Coordinator</b>	4-12-21	7-30-21	<b>Contract</b>	\$23.32
<b>Sustainability Coordinator</b>	4-26-21	7-16-21	<b>Contract</b>	\$23.32
<b>Production Assistant</b>	4-26-21	7-16-21	<b>Contract</b>	\$25.53
<b>Live Streaming Coordinator</b>	4-26-21	7-09-21	<b>Contract</b>	\$25.53
<b>Foodways Assistant</b>	5-10-21	7-16-21	<b>Contract</b>	\$18.83

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.

Individuals interested in the positions listed above should send a résumé and the one-page Availability Questionnaire by **January 29, 2021**. The Smithsonian Institution is an Equal Opportunity Employer.

**\*Hourly rates are pending approval of 2021 federal budget. Not all positions may be filled.**

**\*\*Multiple openings available on a rolling basis with start dates ranging from March 15 to June 1.**

**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)).**

DESCRIPTION	EMPLOYEE	CONTRACTOR
Employment Laws	Covered by a number of federal and state employment and labor laws	Not covered by employment and labor laws
Hiring Practice	A potential employee completes an application that is handled by Human Resources. The approved applicant receives a job offer. After a person accepts the position, the employer must ask for additional information about the employee such as date of birth, marital status, and citizenship status.	A potential contractor normally interacts with the person or department that wants a certain service or task completed. A potential contractor might complete a proposal. The contractor enters into a contract, including a Statement of Work with the legal or procurement section of the business.
Tax Documents	Provides name, address, Social Security number, tax filing status, and number of exemptions on a W-4	Provides name, address, Taxpayer Identification Number, and certification about back up withholding visit disclaimer page on a W-9
Payer's Tax Reporting Requirements	Reports all money paid to the employee during the tax year on a W-2	Reports payments of \$600 or more in a calendar year on a Form 1099
Reporting to Other Agencies	Reports for state and federal Unemployment Insurance	None
Value of Work or Contract	Earns either an hourly rate or a salary	Contractors are not salaried employees and are paid for time worked (hourly, daily or weekly rate), or for a total project amount.
When Paid	An employee pay period must remain the same unless formally changed. Pay periods vary from one week to one month. Federal and state laws require that an employee be paid on the normal pay date or earlier if the paycheck is not negotiable on the normal pay date, which can occur on holidays.	Contractors must invoice the Smithsonian for payment and are not paid as salaried employees, but by the terms of their contract. All payments are made through the U.S. Treasury Department, via Electronic Funds Transfer (EFT) to the contractor's bank account.

## 2021 SMITHSONIAN FOLKLIFE FESTIVAL TEMPORARY POSITION DESCRIPTIONS

### **PARTICIPANT, VISITOR, AND PROGRAM 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.*

**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.

**Foodways Coordinator:** Works with curatorial teams to create menus and demonstration schedules. Works with technical and operations staff to design temporary kitchen. Purchases ingredients and stocks temporary kitchen with tools. Recruits and oversees volunteers.

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

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

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

**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:** Source, select, and purchase goods and merchandise for the Festival Marketplace. Designs footprint and displays. Tracks budget. Sets budget controls. Manages sales staff.

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

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

**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.

**Program Assistant:** Assists curatorial team with content production, participant and partner outreach, and installation of tent interiors.

**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.

**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 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.**

**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.

## **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.*

**Production Assistant:** Supports artist advancing, Festival 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.

**Live-Streaming Coordinator:** Supervises streaming set up and functionality of hybrid digital/in-person programming, working with audio coordinator and stage crews to secure high-quality audio feed to live stream events. Coordinates for IT/internet connectivity infrastructure on site, oversees camera crews and vendors for live-streaming services.

**Audio Coordinator:** Works with curatorial, tech, and production staff to understand programmatic and venue audio needs. Designs and installs audio systems into “tree plot” areas of Festival, using provided 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.

## **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 require driving large vehicles.*

**Accessibility Assistant:** In compliance with the Americans with Disabilities Act, assists with the execution of accessibility services and equipment across the Festival site including, but not limited to, assisted listening systems, site infrastructures, and coordination with service providers. Liaises with the Smithsonian Accessibility Program.

**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 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 the supply coordinator with procurement of all supplies. **Driver’s license required.**

**Sustainability Coordinator:** Works under the 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 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.*

**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 of 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.

**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.

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

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

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

**Exhibit Workers/Driver:** Works under the general direction of the technical director in the warehouse and drives box truck between the Folklife Fabrication\_Shop and National Mall. **Driver's license required.**

**Shop Foreman:** 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.

**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.*

**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](mailto:NelsonTL@si.edu) if you 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.