

STATEMENT OF WORK  
Sales Associate

SCOPE OF WORK:

The Contractor shall provide professional, technical, non-personal services to the Center for Folklife and Cultural Heritage (CFCH), Smithsonian Institution (SI) to provide staff services, (including pre and post Festival), in the Festival Marketplace. The 2022 Smithsonian Folklife Festival (SFF) takes place on the National Mall, June 22-27 and June 30-July 4. The sales associate positions ideally serve from June 8 through July 8, 2022.

STATEMENT OF WORK:

Contractor shall provide services as a sales associate in the 2022 Folklife Festival Marketplace. The Contractor will be trained in all aspects of the Marketplace and shall be expected to perform various tasks as necessary.

These tasks may include:

- Assisting with the setup and layout of Marketplace;
- Assisting with sorting and tagging product as it is inventoried;
- Assisting with stocking and restocking of product on shelves and display cases;
- Operating cash registers;
- Monitoring daily registers and assisting with closeout of registers;
- Assisting with moving displays, packing out of inventory and general breakdown of Marketplace
- Greeting customers and assisting shoppers as needed;
- Assisting with opening and/or closing operations;
- Assisting with customer service and security;
- Cleaning Marketplace and consignment tents; and
- Other assignments as instructed by the Marketplace Coordinators.

Normal working hours will be 9:30 a.m. to 7 p.m., although some days may have staggered shifts and late shifts. Lunch will be provided for each day worked during the Festival. An exact schedule of time and dates for work will be provided by the Marketplace coordinators.

WORK LOCATION

Work shall be accomplished at multiple sites: the CFCH office at Capital Gallery, 600 Maryland Avenue, SW, Washington, DC 20024, and the Marketplace in front of the National Museum of Asian Art – Freer Plaza, 1050 Independence Ave SW, Washington, DC 20560 (outside), or FolkShop warehouse at 5000 Philadelphia Way Suite E, Lanham, MD, 20706.

PERIOD OF PERFORMANCE:

All work shall be accomplished in 20 days, between June 8 and July 8, 2022, as per individual established schedules. The Festival is closed on June 28 and June 29.