**CURATOR for Cultural and Linguistic Revitalization, GS-1015-13**

**INTRODUCTION**

This position is located in the Center for Folklife and Cultural Heritage (CFCH), Smithsonian Institution (SI). The purpose of the position is to serve as Folklife Curator specializing in cultural sustainability with an emphasis on cultural and linguistic revitalization. The incumbent is responsible for 1) conceiving, conceptualizing, developing and implementing folklife programs in cultural and linguistic revitalization, 2) developing, implementing, and/or coordinating cross-department and cross-unit programs, and 3) reviewing, developing, and/or communicating programmatic content in efforts to gain financial and other resources for CFCH activities. The incumbent works under the direct supervision of the head of the Research and Education Team.

**DUTIES**

**1. Curator (50%)**

A. Community-Based Cultural and Linguistic Revitalization

Conceives, conceptualizes, and implements community-based linguistic revitalization projects within the context of larger cultural revitalization.

Develops and manages teams of diverse experts and community members to address diverse exigencies of linguistic and cultural revitalization projects. Identifies and recruits team members whose expertise will increase the likelihood of success on individual projects.

Serves as consultant and expert advisor on cultural and linguistic revitalization matters and on professional matters in the field, such as exhibitions, review of research proposals, manuscripts, and published materials.

B. Research-Based Publications

Conceptualizes long-term research projects, reflecting key questions in the linguistic and cultural revitalization. Articulates academic contributions and social impacts in research reports and publications.

Conceptualizes, writes, and edits publications for peer-reviewed journals and Internet publication. Conceptualizes and oversees the scripting, shooting, or editing of films/videos documenting folk life and linguistic diversity.

C. Research-Based Public Outreach

Conceives, conceptualizes, and recommends appropriate presentations related to cultural and linguistic revitalization as part of the Smithsonian Folklife Festival, Web features and virtual exhibitions, archival user resources, visual media creations, special folklife exhibitions, cultural heritage policy initiatives, and other products as assigned. Researches the areas of presentation extensively through examination of the literature; folklife and/or linguistic fieldwork documentation and analysis; and personal contacts. Presents findings to the Director and to other curatorial and programmatic colleagues clearly and effectively. Applies both expertise in cultural and linguistic revitalization and general knowledge in a wide range of folklife cultural expression.

Identifies, documents, preserves, and, presents cultural heritage to diverse publics by collaborating sensitively and ethically with source communities and community-based organizations.

Designs and/or coordinates presentations across multiple CFCH platforms, such as Folklife Festival programs, traveling exhibitions, Web features, videos, archival user resource products, and cultural heritage policy formulations. Designs Folklife Festival presentations on the National Mall or in museums that reflect the number of participants, the kinds of participants, and the settings in which they will perform. These programs serve as prototypes for folklife projects at festivals and museums around the country and the world. Programs are notable for their creativity, coherence, public engagement, and public impact.

Supervises small groups of temporary and contract staff who are professional field researchers and documentarians and who assist with revitalization projects, the development of folklife programs, and publications. Supervises interns assisting in research, documentation, presentation, and preservation.

Performs other duties as assigned.

**2. Cultural Sustainability and Recovery Voices Initiative Program Coordination (25%)**

Coordinates activities that promote and sustain CFCH's leadership role in the field of cultural sustainability. Ensures optimal integration of CFCH departments and programmatic activities, specialized skills, and production functions (such as live programs, exhibitions, cultural education products, Web features, archival initiatives, audio recordings, video presentations, visual design products, and cultural heritage policy). Applies strong interpersonal and leadership skills to ensure teamwork and collaborative productivity**.** Meets regularly with Director to ensure optimal communication between leadership and program development and implementation functions.

Serves as CFCH representative to pan-institutional, interdisciplinary programs and initiatives relating to cultural and linguistic revitalization and documentation, such as Recovering Voices, and as CFCH liaison to various Smithsonian offices and bureaus, as designated by the Director. Represents CFCH interests by negotiating and developing agreements and understandings consistent with CFCH policies and interests.

Serves as CFCH representative to external organizations and agencies involved in cultural and linguistic sustainability. Maintains close professional contact with critical scholarly and programmatic institutions outside the Smithsonian.

**3. Resource Development (25%)**

Helps conceive, conceptualize, and develop proposals for funding and other efforts to secure resources needed to support cultural and linguistic revitalization efforts at CFCH and the Smithsonian as a whole. Works closely with the Director as well as Curatorial, Development, and Administrative staff to ensure the effective development of funding proposals to foundations, corporations, individuals, and other sources. Focuses principally on crafting and/or reviewing proposal narratives, though collaborates effectively with colleagues on budget development and approach strategy as well. Writing of funding proposals may include writing non-technical proposal sections for grants or donations that include budgets with salaries & benefits, management, outreach, and diversity plans, and overhead for multiple departments at a research university, liberal arts college, large museum complex with multiple organizations, or a large, multi-disciplinary non-profit organization.

In keeping with CFCH Mission, Strategic Plan, and priorities of the Director, works with all CFCH departments to identify and prioritize programmatic needs and initiatives in order to create funding proposals that would yield maximum benefit to the CFCH as a whole.

Serves as liaison among Director, CFCH staff, other SI units, and outside collaborators in developing projects designed to attract resources to the CFCH and its activities. Resources may be funding; in-kind contributions; human, technical, or organizational resources; publicity or mutually beneficial Memoranda of Understanding. Meets with individuals and organizations outside the CFCH to develop and communicate needs, initiatives, and priorities for funding and other resource development for the CFCH.

**KNOWLEDGE REQUIRED BY THE POSITION**

Ability to manage a community-based cultural and linguistic revitalization program for an organization, gained through work experience.

Ability to prepare research-based projects and publications in linguistic and cultural revitalization, gained through work experience.

Ability to prepare presentations on the field of cultural and linguistic revitalization, in a variety of formats, gained through work experience.

Ability to develop funding proposals for an organization that have resulted in receipt of funds for cultural projects from a variety of sources.

Specialized knowledge in cultural sustainability and linguistic revitalization. In addition, general or specialized knowledge of diverse traditional cultural expressions.

Ability to perform scholarly research, including analysis and synthesis large amounts of information and data, often in collaboration with community members and/or community-based organizations.

Knowledge of planning/producing public folklife programs (such as exhibitions, festival programs, and media products) that focus on living traditional cultures, offer cross-cultural interpretation, and have significant public impact.

Ability to work collaboratively and serve effectively as a team leader to coordinate multiple functions of exhibition and program production.

Ability to communicate in writing to develop funding proposals and grant applications for non-profit organizations that result in grant approvals by donor organizations.

Knowledge of the professional practices in folklore and linguistic fields, viewed broadly, with a Ph.D. in folklore, anthropology, linguistics or a related field, or the equivalent in knowledge gained through experience.

Knowledge of folklife and linguistic documentary techniques, such as photography, video, and audio recording to facilitate research and the planning of cultural events.

Ability to carry out field research and documentation and to prepare results for archival preservation

Ability to review and develop research ideas into educational exhibitions/programs and into viable, persuasive funding proposals.

Ability to communicate effectively and persuasively to others, orally and in writing, including to large and small groups of people.

**SUPERVISORY CONTROLS**

Works under the direct supervision of the head of the Research and Education Team, with guidance and input from the Director. The incumbent exercises some independence in carrying out work, meeting with the Director on a regular basis, informing the Director of potentially sensitive situations, and recommending strategies for responding to them. The Director guides the development of final work for programmatic and financial accomplishments, including program quality, member and public participation and satisfaction, human resource management, and financial results.

**GUIDELINES**

Established SI policy and procedures and broad policy guidelines established by the Director and Under Secretary for History, Art, and Culture. Since the guidelines typically deal only with general policy, the incumbent has wide latitude in determining the approach to specific problems and goals. Incumbent must use judgment, knowledge, and creativity to accomplish the work.

**COMPLEXITY**

The incumbent must be capable of planning and directing work in a variety of concurrent activities across the spectrum of functions. Incumbent serves as the Institution's authority on matters of cultural sustainability. The incumbent makes significant contributions to programming decisions and to long-range planning; must be fully cognizant of current activities and future trends, communicate them to the program staff, and provide programmatic leadership. The incumbent is also responsible for writing, packaging, and designing grant proposals; identifying prospective donors; and supporting follow-up. These all involve creativity, knowledge of CFCH’s programs and possibilities, and negotiating skills.

**SCOPE AND EFFECT**

The purpose of the position is to serve as Folklife Curator in Cultural Sustainability with the primary responsibilities of 1) conceiving, conceptualizing, developing and implementing folklife programs in cultural and linguistic revitalization, 2) developing implementing, and/or coordinating cross-department and cross-unit, programs, and 3) reviewing, developing, and/or communicating programmatic content in efforts to gain financial and other resources for CFCH activities. Policies established and decisions rendered by incumbent will affect the field of folklife and cultural heritage nationally as well as internationally.

**PERSONAL CONTACTS**

Contact with a wide variety of Smithsonian personnel, community representatives, outside scholars, museum officials and professionals, the diplomatic corps, heads of state, national and international organizations, federal agencies, foreign ministries and funding organizations, community-based culture bearers, and the general public.

**PURPOSE OF CONTACTS**

To obtain and exchange information to further folklife and cultural heritage programs of the Smithsonian Institution. While some contacts are routine, most are very sensitive in nature, require the utmost tact, diplomacy, and cultural understanding, and aim toward optimal collaborative collegiality.

**PHYSICAL DEMANDS**

Work is primarily sedentary, office environment. Incumbent will be required to travel and to conduct field research and is often subject to pressure of deadlines or other restrictions.

**WORK ENVIRONMENT**

Work is normally performed in an office environment but will be in an outdoor environment during Festival activities. No substantial environmental hazards are present in day-to-day situation.