



The Archives of American Art, Smithsonian Institution, seeks a specialist in African American art to collect primary sources for the Archives for nine months on contract.

The Archives of American Art is headquartered in Washington, DC, with another research center in New York City. The Archives' mission is to collect, preserve, and make available primary sources documenting the history of the visual arts in the United States. With a collection of 30 million items, the Archives is the largest and most widely used resource on the history of American art in the world with a significant concentration of African American material. The contractor serves as a collector acquiring primary sources, mainly manuscript collections but also born-digital archives, as gifts, in the United States that document African American experiences in the art world. The contractor will work closely with the national collector and report to the interim director. This project is funded by the Henry Luce Foundation.

As a collector of primary sources for the study of African American art, the contractor will follow-up on approximately twenty acquisitions in progress some ready to be sent to the Archives others to be reviewed on site with the goal of finalizing those donations. The contractor will also seek new contacts leading to the acquisition of important personal papers and organizational records to substantially increase the Smithsonian's archival resources concerning African American art and artists. The contractor is responsible for the judicious selection, description, and scholarly appraisal of collections through a close examination of their contents. Using critical and professional judgment, the contractor must ensure that the interests of the Archives are appropriately represented and in accordance with the Archives' established collections management policies and collections plan. Contacts of individuals or institutions are made in writing, by telephone, video, and/or in person and tracked in an internal contact system. The contractor negotiates the conditions of gifts working closely with the Archives' registrar and national collector to secure a fully executed deed of gift. The contractor also serves as an authority on African American art, consulting with and advising researchers, including curators, art historians, graduate students, and others to bring relevant sources of information to their attention. When appropriate, the contractor may conduct oral history interviews for the Archives' oral history program.

The contractor arranges for shipment of the materials from the donor to the Archives according to the Archives' procedures and guidelines. The work often involves travel to physically view and pack the collection prior to shipment. While travel is currently restricted due to the COVID-19 pandemic, once travel restrictions are lifted for

Smithsonian staff, the contractor is expected to travel if travel is deemed necessary to fulfill the work the contract.

The contractor provides information for accurate accessioning of the collection and prepares statistical and narrative reports on acquisitions working closely with the registrar and interim director as necessary.

The contractor will be required to follow Smithsonian Institution policies regarding COVID-19 training and safety protocols.

**Knowledge and skills required**

- A degree in art history, American studies, or a related field with emphasis on African American art and cultural history.
- Knowledge of 20<sup>th</sup>-century art and the art world.
- Excellent communication skills including relaying accurate information, orally and in writing, with ease.
- Knowledge of archival practices is desirable.
- An extensive network of contacts preferred.

**Must be able to telework**

**Period of Performance**

October 1, 2020 to June 30, 2021 (nine months)

The technical and research services are to be completed in nine months from the time of contract award.

**Price**

\$36,000 to be billed monthly in arrears. Payment will be made upon receipt of and acceptance of a monthly report of concerning work accomplished on tasks described above.

**Payment schedule**

For the technical and research services, the contractor is to receive equal monthly payments of \$4,000 per month.

**Reimbursable expenses for travel**

Not to exceed \$10,000 for the 9 months to cover travel will be paid under this agreement. Contractor will submit itemized invoices (separate from those for technical services listing all expenses, which shall be documented with original receipts to be submitted to AAA no later than 30 days after the expense is incurred. Payment will be made upon receipt of and acceptance by the interim director. Reimbursement is limited to a rate not to exceed the Federal per diem rates for meals and lodging for specific cities, the federally determined rate for mileage (currently 57.5 cents per mile) and cost not to exceed coach fare for rail or air travel.

Please send a statement of interest and CV or résumé via email to: Dr. Liza Kirwin, interim director, Archives of American Art, at [KirwinL@si.edu](mailto:KirwinL@si.edu) by Friday, August 21, 2020.

It is a requirement that current and prospective recipients of contract and purchase orders awarded by the Smithsonian must complete registration and maintain an active record in the System for Award Management (SAM). The SAM requires a one-time business registration and allows vendors to control the accuracy of the business information they enter. The financial data you enter, which includes the electronic funds transfer (EFT) data collected by SAM, will assist the SI in paying your invoices and complying with the Federal Debt Collection Improvement Act of 1996. You may complete or update your information in SAM online at <http://sam.gov>. Questions regarding the process may be directed to the Federal Service Desk online at [www.fsd.gov](http://www.fsd.gov) or via toll free call to 1-888-606-8220. There is no charge for registering in SAM.

Prospective contractors are required to have General Liability Insurance. The Smithsonian must be listed as additional insured for the General Liability insurance. Proof of insurance or a statement of planned enrollment in the Commercial General Liability Policy for Smithsonian Contractors must be submitted with quotes.