

## ***Collections-Based Research & Content Development***

The Smithsonian Anacostia Community Museum (ACM) is launching a project to raise the profile of women artists, activists, entrepreneurs and educators who made a difference in their communities in the Washington, DC, region. The project will develop an online exhibit that interprets and showcases collection holdings, including a selection of oral history interviews conducted with local residents between the 1970s and the present.

This contract is for a Collections Researcher to assist with research and documentation of collections, and to develop online interpretive content that situates collection holdings in American women's history and the history of the Washington, DC, region. Contractor will be responsible for selecting historic figures and holdings to highlight, and curating and writing research-based 'vignettes' on subsets of collection items, as well as other content related to the museum's work and collections.

Contractor is expected to work closely with ACM staff to ensure full integration of the project with collection department practices and goals. Equipment and supplies will be provided by ACM.

### **SCOPE OF WORK**

The contractor will:

- Develop interpretive content in the form of online exhibits or vignettes that highlight the richness of local perspectives on American history; the entanglements of diverse communities; and the undertakings and accomplishments of local residents.
- Highlight connections among collection holdings, both within the museum and beyond its walls, with other archives and repositories.
- Write public-facing captions that are informative and situate holdings in a historical, cultural or social context; Generate increased access to collection holdings.
- Use expertise to carefully plan and carry out full scope of research and writing described above, in close collaboration with ACM staff;
- Track progress on project through regular reporting, including documenting tasks & results, and noting & seeking guidance on any problems or challenges encountered as they arise;
- Deliver regular informal project updates, interim reports, and final report at project completion.
- Exercise professional care in handling collections and maintain good inventory control.
- Conform to established ACM processes for handling, documentation and data management.

## **DESIRED QUALIFICATIONS**

- Research & Writing skills
- Background in public humanities or social sciences, fields such as history, public history, anthropology, American studies, cultural heritage studies
- Knowledge of / Interest in Washington, DC history
- Experience developing online content such as a website, blog, or exhibition
- Desirable: Museum collections cataloguing
- Desirable: Spanish language

## **DELIVERABLES**

The Contractor will:

- Develop a plan and concept for the online exhibition, in consultation with ACM staff;
- Develop an online exhibition consisting of around 25 vignettes that interpret and contextualize collection holdings within American history and the history of the Washington, DC region;
- Within the exhibition, identify & highlight connections between the museum's holdings and those of other archives and repositories;
- Implement any changes and edits to content recommended by ACM staff;
- Participate in weekly consultation with ACM staff and submit regular updates on progress including any issues encountered, and if appropriate, suggested adjustments going forward.

## **PERIOD OF PERFORMANCE**

The work shall proceed upon the completion of a signed purchase order. Work will be scheduled part-time *or* full-time for a continuous time period. Final schedule for completion of work to be determined with COTR and SI designate after award of the contract for a specified number of hours and collections to be completed. Project must conclude on or before August 31, 2023.

## **PLACE OF PERFORMANCE**

All collections-based work will occur at the ACM collections storage facility at 1901 Fort Place, SE, Washington, DC 20020. Other work may be carried out remotely if approved by ACM staff.

## **PERFORMANCE STANDARDS**

- Objects and records shall be handled with care and attention during all processes in a manner that preserves their integrity.
- Contractor shall follow all ACM and professional guidelines for the documentation and cataloguing of object collections.
- All work shall be completed within the timeframe outlined above.
- The contractor understands SI restrictions for accessing, recording and distributing Personally Identifiable information.
- Any concerns or questions shall be brought to the attention of the COTR or their designate.

**TO APPLY, SUBMIT A SINGLE .doc or .pdf FILE WITH THE FOLLOWING:**

- **Cover letter** outlining your skills including experience and training in conducting scholarly research, documenting archival or museum collections, and developing public-facing content in an online or other format; Please also indicate your availability for a Zoom or phone interview during the month of June or July;
- **A resume** with demonstration of capacity to perform, including examples of past performance,
- Names & contact information for **2 references** who can speak to qualifications and past performance,
- A contract proposal outlining **pricing and availability for work**, using the attached form. Hourly compensation is expected to range between \$22 and \$40 based on specialized knowledge and experience.

Direct applications and all questions to ACM Collections Manager at [ACMCollections@si.edu](mailto:ACMCollections@si.edu) by COB June 22, 2022.

**Price Quote for Technical or Professional, Non-personal Services**

**Presented to:** Smithsonian Institution, Anacostia Community Museum

**Submitted by:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**For Service:** COLLECTIONS-BASED RESEARCH & CONTENT DEVELOPMENT

**Estimate:** \$ per hour: \_\_\_\_\_

**Availability:**  Full-time for up to 1,900 hours (approx. 11 months)

Other: \_\_\_\_\_

**Dates available for work:** From \_\_\_\_\_

To \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_