

**SMITHSONIAN INSTITUTION
NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE**

STATEMENT OF WORK, ABBREVIATED

CURATORIAL ASSISTANCE SERVICES: HISTORY DEPARTMENT, OFFICE OF CURATORIAL AFFAIRS

CONTACT: WILLIAM PRETZER, PRETZERW@SI.EDU

BACKGROUND

The Smithsonian Institution (SI) National Museum of African American History and Culture (NMAAHC) needs professional, non-personal, work-for-hire curatorial assistance services to assist with the management of the slavery and emancipation collections within the History Department, Office of Curatorial Affairs.

The purpose of this contract is to assist with managing and tracking information flow and the processing of loan objects and new acquisitions as well as existing collection artifacts relating to American slavery, emancipation, and Reconstruction within the History Department, Office of Curatorial Affairs. A significant portion of this work will relate to artifacts included in the Slavery and Freedom exhibition while other work will relate to the Slavery and Emancipation collection in general or to the community collecting initiative of the Center for the Study of Global slavery.

SCOPE

The contractor shall provide professional, technical, non-personal curatorial assistance services to accurately manage and track proper and up-to-date information pertaining to objects under consideration for acquisition and existing collection objects in order to make artifact information publicly accessible and available for inclusion in Museum-defined projects.

The project will take place over the period of performance mainly at the NMAAHC's Capital Gallery offices at 600 Maryland Avenue SW, Washington, DC. Periodically, the contractor will be required to work at the NMAAHC's Mall building at 1400 Constitution Avenue, NW, Washington, DC and at the off-site storage facility at 3400 Pennsy Drive in Hyattsville, MD. NMAAHC, its Capital Gallery facility, and the Pennsy Drive location are accessible by public transportation. Work will be scheduled at mutually convenient times for the contractor and the Contracting Officer's Technical Representative (COTR) between the hours of about 8:30am and 5:30pm over the course of the period of performance. Work shall proceed upon completion of a signed purchase order and the Contractor shall conduct work commencing on or around February 1, 2018 and finishing no later than January 31, 2019.

QUALIFICATIONS AND SPECIFIC TASKS

The contractor shall have:

- Knowledge of American history, particularly regarding African American history and culture.
- Experience conducting research pertaining to African American history and material culture.
- Experience communicating formally and informally in writing and over the phone.
- Experience with standard collections management and cataloguing practices and procedures.

The primary duties and responsibilities of the contractor shall include, but are not limited to, those tasks described below:

December 15, 2017

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- Work with Curators, Museum Specialists, Collections Management staff, and Management Support Assistants to track, review, and respond to collection offers relating to slavery, emancipation and Reconstruction.
- Correspond with potential donors; produce background material and draft justifications for acquisition and accessioning; maintain necessary records and files.
- Assist Curators and Registrars in processing objects to be acquired and accessioned.
- Work with the cataloguing team in researching the provenance and historical context for artifacts; establishing appropriate cataloguing terminology; coordinate with the Digitization Team for imaging, cataloguing objects and, finally, reviewing TMS files.
- Work with Registrars, Collections Management staff, and Project Management staff to maintain checklist of loaned objects and NMAAHC objects that require rotation in the Slavery and Freedom Inaugural Exhibition, including necessary dates for rotation; research and provide viable replacements for objects; if necessary, complete loan request and justification paperwork in concert with Curatorial team, Registrars, and Project Management staff.
- Assist with identifying, researching, and making accessioned artifacts publicly accessible as requested by Curators and/or project staff for specific programs or other interpretive products by working closely with staff members of the Office of Curatorial Affairs, IT Department, Project Management Office, and the Registrar's Office.
- Meet regularly in person and over the phone with a Supervisory Curator as well as with project teams, as needed.