



**SMITHSONIAN INSTITUTION**  
**NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE**  
**SCOPE OF WORK**  
**MUSIC COLLECTIONS PROCESSING ARCHIVIST**

---

## **INTRODUCTION**

The Smithsonian Institution National Museum of African American History and Culture (NMAAHC) opened on the National Mall on September 24, 2016. On December 16, 2003, President George W. Bush signed Congressional legislation establishing the Museum as the 19th museum of the Smithsonian Institution. The museum's collections and educational programming cover topics as varied as Slavery and Emancipation, Reconstruction, the Civil Rights Movement, the Visual Arts, Fashion and Design and how African American culture has influenced and shaped history and culture throughout America and the world. It is anticipated that four to five million visitors will come to the approximately 400,000-square-foot Museum each year.

## **SCOPE OF WORK**

NMAAHC needs professional, non-personal, work-for-hire archives processing services. The purpose of this contract is to assist the Office of Curatorial Affairs (OCA) with archival processing, arrangement, preservation, and description in support of creating physical and digital access to its music archival collections. The Contractor will aid OCA in preserving, archiving, and making designated Museum collections publicly accessible. The span of these responsibilities, specified below, encompasses preservation, research, project management; following Smithsonian and NMAAHC best archival practices, directives, and guidelines; high-level communication with Museum constituents; and frequent communication with Museum archives, digitization and cataloging, collections management, and curatorial staff.

## **QUALIFICATIONS**

The Contractor shall have:

- At least two (2) years of experience in processing, preserving, and assessing archival and music manuscript collections with a variety of formats including but not limited to textual documents, photography, ephemera, audiovisual materials, and time-based media
- Understanding and experience with the archival standards of collection inventory and arrangement
- Experience creating well-written EAD-compliant finding aids and descriptive metadata, and possessing a working knowledge of Describing Archives: A Content Standard (DACS)
- Experience using ArchivesSpace, The Museum System (TMS, or similar collection information systems), and Microsoft Office Suite, particularly Word and Excel
- Experience in assessing archival materials' condition and rehousing and/or stabilizing materials in appropriate archival housing
- Experience documenting collection metadata and archival processing workflows for various formats and media
- Specialized knowledge in reading music and demonstrates understanding of musical instruments, music history, theory, music terminology and ethnomusicology relevant to music archives
- Specialized knowledge in the field of African American history and culture
- Experience with working with conservators, collection specialists and digital archivists

## **SPECIFIC TASKS**

The primary duties and responsibilities of the Contractor shall include those tasks described below:

- Archives Processing: Assess collection's condition, remediate, and provide recommendations for any collection preservation issues of various formats and media, create a detailed collection inventory and arrangement schema for music collections, and rehouse collections in appropriate archival housing.



**SMITHSONIAN INSTITUTION**  
**NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE**  
**SCOPE OF WORK**  
**MUSIC COLLECTIONS PROCESSING ARCHIVIST**

---

- Ability to Read Music: Must possess attention to detail in organizing musical compositions, sheet music, scores, and a variety of music notation documentation.
- Workflow Documentation: Creating collection condition survey, detailed collection inventory, processing plan and bi-weekly progress reports detailing collections work and protocols utilized. Documentation includes photography or virtual video of work processes and recommendations.
- Research: Complete research and compile a list of verified resources related to archival collections that include books, articles, websites, museum objects, and related external institutional archival collections.
- Meetings: Meet with Archivist and Archives Technician to discuss project, deliverables, scheduling and to receive onboarding training.
- Attend departmental and museum-wide meetings at the discretion of the NMAAHC Archivist

#### **DELIVERABLES**

- Compose and input finding aids and their components into ArchivesSpace and upload to Smithsonian Online Virtual Archives (SOVA).
- Submit written documentation of the archive processing workflows for each collection being processed.
- Submit a written summary progress report on their work bi-weekly along with the invoice for payment.

#### **PERFORMANCE STANDARDS**

- The Contractor shall comply with all Smithsonian rules and regulations applicable to performance under this contract.
- The Contractor shall work cooperatively and professionally with NMAAHC staff, contractors, and volunteers and will communicate in a manner that is effective, professional, and moves the work forward.
- The Contractor shall bring any issues, concerns, or questions and any significant accomplishments to the attention of the Contracting Officer's Technical Representative (COTR).

#### **PERIODIC PERFORMANCE MONITORING**

The Contractor will meet on a regular basis with the COTR to review progress. The meetings shall address delivery timelines to determine progress that will be used as a baseline for receipt of work product, acceptance of work, and payment. Work is judged on the basis of thoroughness, accuracy, and attention to detail.

#### **PERIOD OF PERFORMANCE**

The work shall proceed upon the completion of a signed purchase order, and the Contractor shall conduct work between July 21, 2023, and June 20, 2024.

#### **PLACE OF PERFORMANCE**

The work will take place over the period of performance mainly at the Museum's conservation and storage facility at 3400 Pennsy Drive in Hyattsville, MD. There may be occasions to work or attend meetings at NMAAHC, 1400 Constitution Avenue, NW, Washington, DC, and at NMAAHC's Capital Gallery offices at 600 Maryland Avenue, SW, Washington, DC. NMAAHC, the Capital Gallery facility, and the Pennsy Drive location



**SMITHSONIAN INSTITUTION**  
**NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE**  
**SCOPE OF WORK**  
**MUSIC COLLECTIONS PROCESSING ARCHIVIST**

---

are accessible by public transportation, but the Pennsy Drive location is most easily accessed via private automobile.

There will be occasions for services to be provided off-site, via telework, at the Contractor's own facilities or any other location the Contractor deems necessary and appropriate to complete the work.

Contractor shall coordinate services, to include schedule and work location, with the COTR.

**WORK HOURS**

Work will be scheduled at mutually convenient times for the Contractor and the COTR between the hours of about 8:00am and 6:00pm, Monday through Friday.

**TRAVEL**

The Contractor may be required to travel around the continental United States in performance of services under this contract. Travel is cost-reimbursable, and the Contractor will be reimbursed for travel pre-approved by the COTR according to GSA scheduled rates. The Smithsonian Institution Travel Reimbursement Clause applies to all travel under this contract.

**PAYMENT SCHEDULE**

The Contractor shall invoice the Smithsonian bi-weekly on a prorated, hourly basis derived from the firm-fixed price award until the award is used up or until the end of the period of performance, whichever comes first. With the invoice, the Contractor will submit a timesheet listing the hours worked and a detailed, itemized summary of services performed during the pay period. The Contractor shall submit the invoice and timesheet to the COTR. The COTR will provide templates for the invoice and timesheet.

**COSTS INCURRED**

Any costs incurred to perform the services under this Statement of Work, including local transportation, equipment, software, hardware, internet access, cellular phone access, parking, meals, tips, and other incidental expenses, are the responsibility of the Contractor and will not be reimbursed.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

Work is a mixture of physical and sedentary activities. The bulk of the work requires the ability to walk, stand, and bend. The work environment includes everyday risks or discomforts which require normal safety precautions. Comfortable clothing should be worn that may be soiled from dust or particles on objects that have been stored for long periods of time. Closed-toe shoes are required to be worn to protect against objects that can fall off of tables, shelving and/or pallets.

**ACCEPTANCE CRITERIA**

All work performed under this contract shall be subject to review and approval by the assigned COTR. The COTR has the right to reject any work considered unacceptable.

Within 30 business days following the delivery of the deliverables to the COTR for this contract, the COTR will:

- a. review and evaluate the deliverables to ensure that the deliverables are of satisfactory quality, within the proposed timetable, and meet NMAAHC's and SI's current standards and
- b. notify the Contractor in writing of such review, providing full details of any non-compliance with the



**SMITHSONIAN INSTITUTION**  
**NATIONAL MUSEUM OF AFRICAN AMERICAN HISTORY AND CULTURE**  
**SCOPE OF WORK**  
**MUSIC COLLECTIONS PROCESSING ARCHIVIST**

---

Acceptance Criteria.

If the COTR does not give a notice of Section b, then the deliverables shall be deemed to meet the Acceptance Criteria.

If the COTR does give a notice of Section b, and the COTR notifies the Contractor of non-compliance with the Acceptance Criteria, the Contractor will have a further reasonable period agreed by the parties (of no less than 5 business days and no more than 20 business days) to remedy the non-compliance, following which the COTR will repeat the review.

If the deliverables do not meet the Acceptance Criteria at the time of a second (or subsequent) acceptance review as outlined in Section a, then the Contractor shall be deemed in breach of the contract.

Once the COTR has accepted the deliverables, or there is deemed acceptance of the deliverables by the COTR, the assignment deliverables will be considered completed, unless the COTR could not reasonably have been expected to have identified non-compliance during the review period.