Statement of Work  
National Air and Space Museum Archives  
Project Archivist  
March 1, 2019  
Application Deadline  April 19, 2019

Summary:

The Smithsonian Institution’s National Air and Space Museum (NASM) Archives is seeking a project archivist to start and complete the scanning of the Sally K. Ride Papers and, if time permits, to start the scanning of the Herbert Stephen Desind Collection, applying metadata, ingesting the assets into Digital Asset Management System (DAMS) and attaching the assets to the already publically available Smithsonian Online Virtual Archives (SOVA) finding aids.

The contractor is expected to have specialized experience working with digitized archival materials and metadata, collection information systems, and digital asset management systems in accordance with the qualifications listed below. The contractor must be self-motivated, able to work independently, and meet measurable goals and time frames.

Patricia Williams, Supervisory Archivist, will serve as the Contracting Officer’s Technical Representative (COTR) and Project Manager. The contractor with report on-site to Ms. Williams at the Archives which is located at the Stephen Udvar-Hazy Center in Chantilly, Virginia. The COTR will provide on-site instruction to the contractor, will be available to address questions or unforeseen issues throughout the project, and will manage the work plan and schedule, review the contractor’s work, and approve the contractor’s invoices.

Background of the NASM Archives

The NASM Archives collects and preserves the history of flight from ancient times to the present day and includes a wide range of visual and textual materials, including documents, photographs, motion picture film and video, and technical drawings. The NASM Archives is working to improve online access to its rich collections relating to aviation and space. The current project builds on the Museum’s recent efforts to digitize and make available entire collections on sova.si.edu, with an emphasis on space-related collections.

Background of the Collections

Sally K. Ride Papers

Sally Ride (1951-2012) was the first American woman to enter space, and this collection consists of twenty-four cubic feet of correspondence, memoranda, meeting minutes, reports and
papers, notes, speeches, photographs, brochures, pamphlets, programs, newsletters, newspaper and magazine articles, and miscellaneous materials created or collected by Sally Ride over the course of her life. This material is particularly rich in training materials from her astronaut days, but also provides significant insight into her career in academia and her interest and support of STEM (Science, Technology, Engineering, and Math) education. The finding aid to the collection is located at https://sova.si.edu//record/NASM.2014.0025.

Herbert Stephen Desind Collection

The collection consists of 109.91 cubic feet of material, collected by Herbert Stephen Desind, primarily photographs with some additional documentation, covering aerospace topics. The bulk of the material relates to US space exploration, including extensive photo files on US manned missions through the Space Shuttle, and satellite and sounding rocket work. The first series consists of unmanned spacecraft material, the second series consists of manned spacecraft material, and the third series consists of aircraft material. The finding aid to the collection is located at https://sova.si.edu//record/NASM.1997.0014?s=0&n=10&t=C&q=desind&i=0.

Description of Required Services

The contractor shall complete the scanning the Sally K. Ride Papers and, if time permits, to start the scanning of the Herbert Stephen Desind Collection, applying metadata, ingesting the assets into Digital Asset Management System (DAMS) and attaching the assets to the already publically available on the Smithsonian’s website, sova.si.edu, for the NASM Archives. The contractor shall work autonomously on site with the support of project and technical staff available as needed.

The contractor’s specific work schedule will be determined by mutual agreement between the COTR and the contractor.

The work site is at the NASM Archives, Steven Udvar-Hazy Center, 14390 Air and Space Museum Pkwy, Chantilly, VA 20151.

When the Archives is closed to all staff for any reason, contractors will not have access to the building.

NASM-furnished property:
All necessary hardware and software will be provided by the NASM Archives.

Deliverables
Scans of the Sally Ride collection, excepting audio, video or film media, or those materials covered by outside copyrights.
Attach basic metadata (template will be set by NASM Archives)

Ingest assets into the Digital Asset Management system (DAMS)

Attach the digital assets using EAD ref IDs to the SOVA finding aids, via ArchivesSpace (ASpace).

Weekly progress reports that summarize the work performed in support of items scanned, ingested and attached to the SOVA finding aids.