

Statement of Work Audio Documentation Assistant (Folklife Festival 2022)

Smithsonian Folklife Festival (SFF) and Ralph Rinzler Folklife Archives and Collections (RRFAC), Center for Folklife and Cultural Heritage, Smithsonian Institution

SUMMARY

The Smithsonian Folklife Festival and Ralph Rinzler Folklife Archives and Collections, Center for Folklife and Cultural Heritage, Smithsonian Institution requires approximately 240 hours of professional archival services assisting the audiovisual archivist in capturing and archiving approximately 600 hours of programming at the 2022 Smithsonian Folklife Festival - June 22-27 & June 30-July 4, 2022 - featuring the following programs: United Arab Emirates, Earth Optimism, and Special Events.

This work will include:

- Assisting the audiovisual archivist in coordinating and tracking the capture of raw audio and production of archival preservation master audio files.
- Planning and implementing workflows, metadata schemes, and filename conventions used by RRFAC for archival audio materials.
- Monitoring the technical quality of all recording equipment daily and troubleshooting machines when necessary.
- Performing quality control on digital assets captured and adjusting daily recording workflow as needed.
- Overseeing volunteers assisting with the audio capture and the creation of descriptive metadata.
- Transferring files to network storage, embedding metadata, and transferring final preservation master files into staging areas for the Smithsonian Institution Digital Asset Management System (SI-DAMS)
- Liaising with Photo Documentation, Video Documentation, Web Editing, and Social Media teams
- Assisting with the transportation, setup, and takedown of audio documentation equipment to and from Festival site.
- Collaborating with Sound Production, Festival staff, interns, and volunteers in Production Meetings as needed.
- Delivery of sound files on demand for Web, Social Media, Press, and others.

The contractor will receive on-site direction from and report on-site to David Walker, audiovisual archivist, who will serve as project manager.

METHODOLOGY

The contractor is expected to complete the audio documentation according to archival standards and national best practices. The contractor will help prepare audio equipment for use at each stage with reinforced sound and oversee their operation. Contractor will facilitate capture of digital assets, review metadata generated by volunteers, and review digital audio files for quality. Contractor will prepare files for final ingest in the Smithsonian's DAMS with embedded metadata used to make digital objects searchable.

QUALIFICATIONS AND CRITERIA FOR SELECTION

The contractor must possess the following:

- Demonstrated experience with creation of digital archival sound collection materials including the ability to produce preservation masters from raw audio with complete embedded metadata.
- Thorough knowledge of sound reinforcement, audio signal flow, and technical aspects of broadcast wave files.
- Knowledge of FADGI guidelines for broadcast wave files as well as metadata schemes and file naming conventions employed by RRFAC.
- Ability to identify recording errors and act quickly to ensure the highest quality for assets captured.
- Ability to operate, clean, and make minor adjustments to audio recording equipment.
- Ability to use digital audio editing software and metadata embedding tools to produce preservation master files.

Preference will be given to prospective contractors with relevant experience or training in the following:

- Strong technical aptitude in equipment troubleshooting
- Digital asset management systems (especially SI-DAMS)
- Steinberg WaveLab audio software

PROJECT DELIVERABLES

- 1) The contractor will deliver approximately 600 hours of recorded Festival programming captured according to national standards and best practices.
 - Services provided must at minimum include the completion of 80% of work specified using the methodology described above.

WORK LOCATION AND SPACE

Documentation work will take place on the National Mall bounded by Jefferson and Madison Drives, between 7th and 14th Streets. Digital processing work will take place on the Festival grounds and at the Capital Gallery offices located at 600 Maryland Avenue SW, Suite 2001 Washington, DC 20004. The Contractor will have an assigned workstation in both locations.

PERIOD OF PERFORMANCE

This work will begin June 15, 2022 and must be completed by September 30, 2022.