

Statement of Work

Documentation Digital Asset Management 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 the Ralph Rinzler Folklife Archives and Collections require 480 hours of professional archival services before, during, and after the 2022 Smithsonian Folklife Festival. This work includes the import of digital Festival documentation (photographs, audio, and video) to appropriate network spaces, the application of embedded metadata to resulting files, and uploading files to the DAMS. The contractor will oversee the migration of digital content from digital cameras to network storage, assist archivists in implementing workflows, moving and organizing equipment in trailer, and assisting with the creation of schedules for documentation volunteers. During the Festival, the contractor will assist in the import, organization, and description of photographs, audio, and video captured throughout the Festival in accordance with archival standards and national best practices. Digital Asset Management Assistant will generate descriptive metadata based upon curatorial input, embed photographic metadata, and assist in ingesting documentation into the Smithsonian's Digital Asset Management System (DAMS). The Folklife Festival will take place June 22–27 & June 30 – July 4, 2022 on the National Mall of the United States. The Contractor will report to Cecilia Peterson, digital projects archivist, who will serve as primary Project Manager.

This work will include:

- Assisting project managers in coordinating daily schedules and tasks, with the assistance of the Lead Documentation Volunteer.
- Attending Festival production meetings.
- Assisting in updating video processing workflows.
- Assist in daily setup of audio documentation recording system
- Assist in import/cloning of photo, video, and audio cards to designated NAS/network locations
- Assisting in tracking the capture of raw audio and video and in production of archival preservation master digital negative (dng) files for photo and processed originals for video.
- Assist project managers in transcribing audio and video log sheets to tracking spreadsheet.
- Assisting project managers in establishing workflows for the digital image selection process in consultation with SFF director, curators, and other content staff.
- Assisting in move, setup, and strike of documentation equipment, computers, and supplies between RRAC and the Festival grounds.

- Assisting project managers in the addition of embedded metadata to photos and collection of daily photo 'selects' as needed for the Festival Social Media team, Festival editor, and others.
- Ensuring proper coordination with Sound Production, Documentation, Web, and Social Media teams.
- Uploading master files to the Smithsonian Digital Asset Management Systems (DAMS) as needed using appropriate metadata templates.
- Assisting in inspecting video files for synced audio and completeness. Will assist project manager and AV archivist in quality control of resulting video after processed originals are created. Uploads processed video to the Smithsonian Digital Asset Management Systems (DAMS) using appropriate metadata templates.

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 200024. The Contractor will have an assigned workstation in both locations.

Deliverables

The contractor will deliver Festival photo, video, and audio files with embedded metadata ingested into the DAMS, processed according to national standards and best practices. Prior to the start of the Festival, the contractor will also assist the project manager in working with Program staff to determine documentation needs. Contractor will also assist with the move of Festival documentation equipment back to the Center after the Festival's end.

Period of Performance

This work will begin on approximately June 15 and end on September 30, 2022, with possible extension.