

S O U A R T S H

REQUEST FOR PROPOSALS (RFP) for Contract Archivist

Purpose

South Arts seeks proposals from qualified contractors to serve as an Archivist for the South Arts **In These Mountains, Central Appalachian Folk Arts & Culture** initiative. The position is an estimated eight-week contract position to review, evaluate, and organize digital folklife fieldwork files for potential inclusion in archival collections in the South.

In These Mountains, Central Appalachian Folk Arts & Culture

The purpose of [In These Mountains, Central Appalachian Folk Arts & Culture](#) is to provide intergenerational opportunities to share, teach, learn, preserve, document, and carry forward the folk arts and culture of Central Appalachia. **In These Mountains** ensures the passing of traditions (process, skill, materials, context, history, evolution, etc.) from one generation to the next, while encouraging and supporting life-long learning for participants. Documentation opportunities result in permanent, digital records of the folk arts and culture of Central Appalachia to be shared with public archival collections within the region, and additional archival repositories in Kentucky, North Carolina, and Tennessee. Project activities are conducted in Appalachian Regional Commission (ARC) counties.

Community scholars, graduate students, and undergraduate students have collaborated with South Arts to conduct fieldwork in ARC counties documenting traditional dance, music, craft/material culture, and foodways. Fieldwork also includes documentation of site visits and interviews with instructors, students, and their parents/guardians in association with folk arts education opportunities in the region. Fieldwork materials are digital audio and video recorded interviews and digital photography.

Contractor Attributes

South Arts seeks an Archivist for remote work with preference for a candidate with residency in the South Arts region (AL, FL, GA, KY, LA, MS, NC, SC, TN), though this is not required. The ideal candidate must possess professional archivist experience with knowledge of archival practices and standards, including organizing, describing, indexing, and preserving materials. The candidate must be professional, proactive, highly organized, an outstanding problem solver, and self-directed. Exemplary administrative and communication skills are a must. Demonstrated knowledge of the traditional arts and fieldwork techniques and familiarity with Southern folklife archival collections a plus. The candidate will provide updates and reports to Teresa Hollingsworth, Director of Film and Traditional Arts, weekly and as requested.

Scope of Work

- Review and evaluate approximately 100 recorded fieldwork interviews for quality and content.

- Organize fieldwork interviews to align with established file naming conventions.
- Organize and assess associated fieldwork materials including, but not limited to:
 - Release and Consent forms
 - Informant Data sheets
 - Audio-Video logs
 - Photographs
 - Photo-Video logs
- Denote missing and/or incomplete materials, if applicable. Make recommendations for completion of the files.
- Contact fieldworkers with inquiries about fieldwork materials, as applicable.

Deliverables

Submit written report to include:

- Assessment of collection with recommendations of materials for inclusion in permanent archival collections.
- Finding aid created for fieldwork and associated materials.
- Recommendations for archival donations.

South Arts will provide:

- Access to audio and video interviews.
- Access to fieldworker notes, release forms, audio/video logs, transcriptions.

Projected Timeline

- October 8, 2021 (**5:00 PM ET**) – Proposal Deadline
- October 15, 2021 – Award Contract
- October 24, 2021 – Contract period begins
- December 16, 2021 – Contract period ends

South Arts encourages applicants to contact us with questions more than 48 hours before the RFP deadline; due to the volume of requests, South Arts team members may not be able to respond to inquiries submitted after that time.

Proposals

Respondents are asked to submit a proposal that describes:

- Relevant education and experience in maintaining and organizing primary materials
- Skillset for archival management
- Unique strengths and perspectives you bring to the work
- Fee proposal

Include the following support materials:

- Biography/Resume
- References – submit three references (at least two must be from organizations) who can speak to your experience

Selection Criteria

- Archival management experience
- Reference response
- Fee

Background

Headquartered in Atlanta, Georgia, South Arts is a nonprofit regional arts organization empowering artists, organizations, and communities and increasing access to arts and culture. Our mission: advancing Southern vitality through the arts. In partnership with the National Endowment for the Arts and the State Arts Agencies of Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, and Tennessee — with additional funding from other public and private donors such as the Doris Duke Charitable Foundation and The Andrew W. Mellon Foundation — South Arts supports artists and organizations through a rich and responsive portfolio of grants, fellowships, and programs. South Arts believes that the arts elevate the region, increasing connectedness and inspiring meaningful change in the process. For more information, visit www.southarts.org.

Equity Statement

South Arts envisions a future in which everyone has equitable access to the arts regardless of race, gender, sexual orientation, socio-economic status, age, ability, geography, religion, and thinking/communication styles. South Arts commits to centering those who have been systemically excluded from participating equally in the arts as well as acting deliberately to challenge oppressive and exploitative systems in the South and the arts field. Only by creating a more equitable arts landscape can we meet South Arts' mission of advancing Southern vitality through the arts.

Questions?

Please contact Teresa Hollingsworth, Director, Film & Traditional Arts at thollingsworth@southarts.org or 404-874-7244 x. 14.

Proposal along with fee, bio/resume, and references must be RECEIVED by 5:00 PM (ET) on Thursday, September 30, 2021 at thollingsworth@southarts.org