



Smithsonian *National Portrait Gallery*

Contract Historian Position at the Smithsonian's National Portrait Gallery

The Smithsonian's National Portrait Gallery is seeking a full-time, contract Historian for the period of four months with possible renewal for up to twelve months. Ideally the contract Historian will begin work, remotely, on or around May 3, 2021, and conclude the contract no later than August 31, 2021 (with a possibility for renewal).

Candidates with PhD degrees or ABD in History, Art History, or American Studies—with expertise in the Early North America / Colonial America / the Atlantic World—are of particular interest.

We advertise such a position by a “Request for Quote” or RFQ and “Statement of Work” or SOW, and we evaluate candidates according to the descriptions prepared in these two documents. Applicants should read these documents carefully and follow their instructions. Please see the [dropbox link](#) for all materials, and the summary below. A Quote, Resumé/CV and List of References are to be submitted by email on **April 13, 2012 by 5pm EST** to Kate Clarke Lemay, Acting Senior Historian, National Portrait Gallery. LemayK@si.edu

This **Request for Quote (RFQ)** is issued by the National Portrait Gallery, Smithsonian Institution (SI), for technical professional, non-personal services to provide services compiling biographical research; evaluating and making recommendations about the acquisition of historical and contemporary sitters into the NPG collection; fact checking, drafting and editing labels for objects in the permanent collections in accordance with the Statement of Work (SOW). **The contract will be awarded for an hourly rate after selection on a best value basis.**

A. Description of Required Services

The National Portrait Gallery requires professional, technical, non-personal services to support the aid in researching biographies, writing labels, and assessing new candidates in portraits for possible acquisition into the Portrait Gallery's collection. See Statement of Work for more detailed description of tasks.

AAIHS
African American Intellectual History Society

<https://www.aaihs.org/resources/af-am-job-openings/>

Location of Work and Work Hours

All work shall be performed remotely, in a home office, or at local research libraries. Contractor must provide their own computer and maintain a reliable internet connection to perform services remotely. NPG shall provide Smithsonian network and email access. NPG will need to verify a secure external connection to the Smithsonian networks.

B. Evaluation

The SI plans to award based on best value. The SI plans to award without discussions, however, does reserve the right to conduct discussions if later determined by the Contracting Officer to be necessary. All of the following factors are of equal importance unless otherwise stated.

Evaluation factors are:

1. Relevant Experience/Past Performance
2. Experience doing archival and bibliographic graduate research, or research for objects in exhibitions, at least 1 year.
3. Résumé

Submit a résumé outlining your experience as it relates to these tasks, and the following competencies or qualifications:

- *Completed Ph.D. or Ph.D. candidate in History, Art History or American Studies
- *Expertise in Early United States, Colonial America, and the Atlantic World
- *Experience advancing decolonization, diversity and equity, and sustainability in scholarship, writing, and creative/professional activities
- *Active participation in conferences and scholarly organizations
- *A clear potential for a trajectory of excellence in scholarly publications
- *Excellent research skills
- *Excellent editing and writing skills
- *Excellent organizational skills
- *Must have working knowledge of Microsoft Word, Outlook, PowerPoint, Excel
- *Familiarity with TMS/ The Museum System (preferred, but not required)
- *A demonstrated commitment to the principles of equity and diversity with a proven record of promoting a respectful and inclusive work and learning environment

Past performance should be indicated by a list of at least two (2) references who can answer specific questions on quality of work similar to that described in the SOW. Provide points of contact and their current telephone numbers, dates for periods of performance or employment and brief descriptions of the work performed with each reference.



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