



Smithsonian
National Museum of African Art

1. Project Identification

Project Title & Location: TMS Database Specialist
National Museum of African Art
950 Independence Avenue SW
Washington, DC 20013-7012

Point of Contact: MJ Hagan, Head Registrar, NMAfA

Date Prepared: June 9, 2023

Date(s) Revised: n/a

2. Background and Description

The Smithsonian Institution; National Museum of African Art (NMAfA) located at 950 Independence Ave SW are seeking to contract a TMS Database Specialist.

3. Scope of Work

The Contractor shall provide 384 hours of professional, technical non-personal services to the Office of the Registrar at the Smithsonian Institution (SI), National Museum of African Art for to enter data and provide support in the museum's collections management system (TMS).

4. Statement of Work

All work is to be completed in accordance with Smithsonian directives, best practices, the museum's Collections Management Policy and procedures, and instructions or guidance from the Head Registrar and/or Conservator(s). Work will take place primarily remotely and at the site address listed above if required.

Tasks include:

1. Providing data entry in accordance with NMAfA's established TMS standards and guidelines, including entering results of a recent inventory and records for new acquisitions.
2. Providing informal training to new TMS users and TMS assistance to existing users.
3. Conducting searches and pulling data requested by users including curatorial, conservation, exhibitions, and collections.
4. Preparing digital images and importing them into the Smithsonian DAMS. Ensuring images are correctly linked from the DAMS to TMS.
5. Entering object location movements.
6. Other database management tasks as assigned in order to fill or complete all contract hours.

5. PERIOD OF PERFORMANCE:

All work under this purchase order shall begin effective on or about August 1, 2023 and be completed by January 31, 2023.

WORK HOURS:

Contractor shall work approximately 8-16 hours per week, for a total of 384 hours.

CORRESPONDENCE:

Inquiries, acknowledgements, and correspondence pertinent to this order should be directed to:
Smithsonian Institution National Museum of African Art

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