



Request for Proposals (RFP)

Sacred Spaces Artists-in-Residence Program

Role: Contracted Archivist/Historian (Part Time)

Duration: October 2026 – June 2027

Compensation: Fixed Rate of \$10,000 (\$40/hr at an anticipated 250 hours; monthly output will vary as needed)

Reports to: Martina Dodd, Curator of Collections & Exhibitions

Institution

The [Banneker-Douglass-Tubman Museum](#), Maryland's official museum of African American heritage, preserves and promotes the state's African American history and culture. Through exhibitions, programs, and projects, the museum fosters a deeper understanding and appreciation of America's diverse cultural legacy. It is operated by the [Maryland Commission on African American History and Culture](#).

About the Project

The Banneker-Douglass-Tubman Museum (BDTM), Maryland's official museum of African American history and culture, seeks a Contract Archivist/Historian to support the *Sacred Spaces Artist-in-Residence* Program, a multidisciplinary initiative funded through the National Trust for Historic Preservation's [Preserving Black Churches program](#).

Housed within the historic Mount Moriah African Methodist Episcopal Church (constructed in 1875), the museum is launching a biannual residency that invites Black and diasporic artists from Maryland, D.C, and Virginia to create original site-specific installations and performances inspired by the church's extraordinary history.

The Sacred Spaces residency centers the 150-year legacy of Mount Moriah A.M.E Church as a place of worship, resistance, education, civic leadership, and community organizing. Throughout an eight-month residency, a cohort of three artists will engage deeply with the museum's collections, archival resources, architecture, and community to develop new works interpreting the building's historical significance.

Scope of Work

The Contract Archivist/Historian will serve as the residency's primary historical researcher and archival specialist, ensuring that artistic interpretations are grounded in rigorous scholarship. Working closely with museum staff, resident artists, advisory committee members, and community historians, the Archivist/Historian will identify, interpret, and organize historical materials that illuminate the history of Mount Moriah A.M.E Church, Annapolis's African American community, and the broader history of the African Methodist Episcopal Church in Maryland.

Research generated through this position will support resident artists, public programs, educational initiatives, exhibitions, publications, and future scholarship while strengthening access to the museum's archival and library collections.

The Archivist/Historian will work under the supervision of the Curator of Collections & Exhibitions and collaborate with museum staff, resident artists, scholars, and project partners.

Archival Research for Artist Residency

Conduct original historical research to support the Sacred Spaces Artist-in-Residence Program by:

- Researching the history of Mount Moriah AME Church, its congregation, leadership, architecture, and role within Annapolis' African American community.
- Identifying archival documents, photographs, manuscripts, books, newspapers, oral histories, maps, architectural drawings, and museum objects relevant to each resident artist's research interests.
- Conducting research using BDTM's archival, library, and object collections.
- Identifying additional research resources from external repositories, including the Maryland State Archives, AME denominational records, local historical societies, university collections, and other regional archives.
- Processing and/or inventorying BDTM archival materials related to the project as needed.
- Developing research packets, annotated bibliographies, image collections, timelines, and thematic resource guides tailored to each artist's project.
- Meeting regularly with resident artists to discuss historical findings, answer research questions, and recommend additional resources.

Historical Interpretation and Content Development

Provide scholarly research and interpretation for museum initiatives by:

- Researching historical topics related to Mount Moriah AME Church, African American religious history, preservation, architecture, and community organizing.
- Writing historical summaries and interpretive essays for:
 - Exhibition text
 - Publications
 - Artist residency materials
 - Educational resources
 - Public programming
 - Museum communications
- Assisting with fact-checking and historical review of interpretive materials.
- Developing timelines, biographies, historical context essays, and object narratives.

Collection and Archival Management

Assist with stewardship of the museum's archival and library collections by:

- Surveying archival materials relevant to the project.
- Organizing and processing archival collections using accepted archival standards and best practices.
- Creating or updating finding aids, inventories, folder lists, and metadata.
- Rehousing archival materials using preservation-quality supplies as needed.
- Assisting with cataloging materials within the museum's collections management system.
- Identifying preservation priorities and documenting collection needs.

Deliverables

The Historian/Archivist will be expected to produce:

- Comprehensive historical research supporting each resident artist
- Annotated bibliographies and research guides
- Historical timelines
- Exhibition research files
- Public presentation materials
- Collection inventories and archival finding aids (as assigned)
- Documentation of newly identified historical resources

- Monthly progress reports
- Final project report summarizing research activities and recommendations for future scholarship

Qualifications:

- Master's degree in History, Public History, African American Studies, Library and Information Science (Archives concentration), Museum Studies, or a related field.
- Individuals without formal training or professional employment in the field of history are welcome to apply. Please describe your particular thematic or geographic areas of interest, experience with primary source research, and any contributions you have made to public understanding of history through writing, presentations or community involvement.
- Demonstrated experience conducting archival and historical research.
- Knowledge of archival processing standards and archival description.
- Familiarity with African American history, African American religious history, or nineteenth-century American history.
- Excellent historical writing and research skills.
- Experience working with fragile or deteriorating collections and implementing conservation measures.
- Familiarity with digitization projects and digital asset management systems,
- Strong organizational and project management skills.
- Ability to communicate scholarly research to both academic and public audiences.
- Ability to work collaboratively with artists, museum professionals, educators, and community partners.

Preferred Qualifications:

- Experience working with archival, library, and museum collections related to African American history, African Diasporic religious history, and the African Methodist Episcopal (A.M.E.) Church.
- Experience supporting museum exhibitions through historical research, interpretation, and community engagement.
- Demonstrated experience in:
 - Community-based historical research and public scholarship
 - Oral history and/or ethnographic research methodologies
 - Researching, interpreting, and managing African American archival and cultural heritage collections
 - Collaborating with interdisciplinary teams, including artists, museum professionals, architects, preservationists, archaeologists, genealogists, educators, and community historians

Submission Materials

Please submit the following materials as PDFs:

1. **Cover Letter**
 - Please include Statement of Research Approach
 - i. Your methodology for land/title research
 - ii. Engagement strategies with communities and individuals
 - iii. Discussion of ethical and culturally sensitive practices
2. **Curriculum Vitae or Resume**
3. **Portfolio or Sample Deliverables** (max 4 pages)
 - Prior project reports, excerpts of white or research papers, exhibition didactics, academic or interpretive writing
4. **Professional References**
 - List of 2–3 references with knowledge of your work in history, community research, or cultural heritage

**Submit all materials via email no later than September 11, 2026 to
Martina.Dodd@Maryland.gov with Subject Line Sacred Spaces
Archivist/Historian- [Your Full Name]**

Questions

Any questions regarding this RFP must be submitted to Martina.Dodd@Maryland.gov