



Request for Proposals (RFP)

Sacred Spaces Artists-in-Residence Program

Role: Contracted Project Manager (Part Time)

Duration: October 2026 – June 2027

Compensation: Fixed Rate of \$10,000 (\$30/hr at an anticipated 333 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 Program Manager 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 Project Manager will coordinate the residency timeline, artist communications, production logistics, vendor coordination, public programming needs, and documentation schedule. This role is essential to ensuring that the eight-month residency remains on track and that the culminating exhibition, artist engagements, and related public programs are completed within the grant period.

The Project Manager will also serve as a central point of coordination between participating artists, institutional staff, external vendors, and project partners. This support will help maintain clear communication, manage deadlines, address production needs, and ensure that all project components are implemented efficiently and in alignment with the approved scope of work.

The Project Manager will work under the supervision of the Curator of Collections & Exhibitions and collaborate with museum staff, residency artists, residency advisory committee, project historian, and other relevant partners and vendors.

Required Qualifications

- Bachelor's degree in Arts Administration, Museum Studies, Public History, Project Management, Nonprofit Management, Fine Arts, Cultural Heritage Management, or a related field.
- Minimum of 3 years of professional experience managing complex projects, artist residencies, exhibitions, public programs, or cultural initiatives.
- Demonstrated experience coordinating multiple workstreams, timelines, budgets, and deliverables while meeting project deadlines.
- Experience working with artists, cultural organizations, museums, galleries, universities, or nonprofit organizations.
- Strong organizational skills with exceptional attention to detail and the ability to manage multiple priorities simultaneously.
- Excellent written, verbal, and interpersonal communication skills.
- Experience coordinating meetings, preparing agendas, documenting action items, and following up on project deliverables.
- Ability to work independently while collaborating effectively with interdisciplinary teams, artists, consultants, vendors, and community partners.
- Ability to maintain accurate project documentation, schedules, contracts, and records.

Preferred Qualifications

- Experience managing artist residency programs, public art projects, or exhibition production.
- Experience working within museums, historic sites, cultural institutions, or nonprofit arts organizations.
- Familiarity with grant-funded projects and reporting requirements.
- Knowledge of exhibition planning, installation timelines, and production logistics.
- Experience coordinating public programs, workshops, lectures, and community engagement initiatives.
- Experience working with African American history, arts, culture, or heritage organizations.
- Understanding of historic preservation projects and culturally significant sites.
- Familiarity with contract administration, procurement processes, and invoice tracking.
- Experience documenting projects through photography, video, reports, or digital content.

Submission Materials

Please submit the following materials as PDFs:

1. **Cover Letter**
2. **Curriculum Vitae or Resume**
3. **Portfolio or Sample Deliverables** (max 4 pages)
 - Prior project reports, project budgets, project workplans, project documentation
4. **Professional References**
 - List of 2–3 references with knowledge of your work in project management, artist relations, exhibition production, or other relevant skills.

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

Questions

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