



The Oak Spring Garden Foundation is seeking an experienced curator to develop a paired exhibit that highlights the life and family of Rachel Lambert Mellon in an engaging and informative way.

The following draft Scope of Work outlines the project, deliverables, and budget that will accompany a contract upon selection of a contractor. To apply, please send a brief cover letter and resume to [marguerite@osgf.org](mailto:marguerite@osgf.org), expressing your availability. Applications will be accepted on a rolling basis; we hope to execute the contract for an immediate start in order to fulfill the proposed timeline below.

## **Exhibit Development Independent Contractor Draft Scope of Work**

### **1.0 PROJECT DESCRIPTION**

<NAME> will curate the Lambert Family Permanent Exhibit in two spaces, each of two small rooms, within the Oak Spring Garden Foundation Oak Spring Pavilion. By the end of the contract, <NAME> will have developed an exhibit that utilizes most of the Lambert family physical objects previously housed in the Oak Spring Pavilion – and if appropriate other objects from elsewhere on the site - and that tells an interesting story about Mrs. Mellon and the family of which she was a part. S/he will consult with the Oak Spring Garden Library staff to develop the content for the exhibit, as well as outside resources.

### **2.0 ASSOCIATED PERSONNEL**

<NAME>'s research shall be performed under the supervision and direction of Tony Willis (Head Librarian) and Nancy Collins (Librarian). Project review and support will also be provided by Sir Peter Crane (President of Oak Spring Garden Foundation), Marguerite Harden (Program Officer), and Max Smith (Multimedia Production and Communications Associate). The work will be also be influenced by interviews/oral histories from Lambert family members, which is contingent upon scheduling by Tony Willis.

### **3.0 SCOPE OF WORK**

Between July 1, 2017 and September 1, 2017, the broad objectives will be to:

- Become familiar with the history of the Lambert family and Mrs. Mellon.
- Develop a list of the physical materials available for the exhibit in conjunction with the Oak Spring Garden Library staff.

- Develop main themes and storyline for the two paired exhibit spaces in conjunction with the Oak Spring team.
- Take the counsel of the primary Lambert family consultants.
- Plan the organization of the physical spaces.
- Plan the online representation of the exhibit.
- Present the plan to the President of the Oak Spring Garden Foundation.

## 4.0 DELIVERABLES

The major deliverables for this project will be:

- A final list of physical materials to be included in the exhibit, with final text for a wall and other labels that will accompany each item.
- A second list of alternative materials considered, and any notes and rankings about why they were not included in the final exhibit, or alternative future uses for these materials.
- An exhibit supplies list, with associated budget listed wherever possible.
- Mock-ups of each exhibit, including to-scale wall-by-wall representation and how each item should be displayed, with consideration of how to appropriately conserve and secure the materials.
- A final exhibit pamphlet or catalogue—as determined through the course of the project—that will accompany the exhibit in print and online. The text and layout will be crafted by <NAME>, who will work closely with Max Smith (Multimedia Production and Communications Associate) as needed to assist in digital creation of the handout or booklet.
- A final presentation, with visual aids, that showcases the layout, design, storyline, and reasoning behind the final exhibit recommendations.

## 5.0 EXPECTED TIMELINE

### July

*Desk research and concept proposal*

- Research the Lambert Family and Mrs. Mellon’s history. This includes reading and note-taking on the books *All Out of Step* and *Yankee in England* – with copies on loan from the Oak Spring Garden Foundation.
- Further develop the list of potential physical materials to be included in the exhibit.
- Begin and share a first draft of a concept paper that details the vision, purpose, audience, and themes for the two paired exhibits.

### August

*Interviews and incorporating feedback; finalize list of exhibit materials*

- Interview and record an oral history with Lambert Family members. (Late August, early September, as scheduled by Tony Willis)

- Incorporate findings from the interviews and feedback into a second draft of the exhibit concept paper and final list of exhibit materials and begin writing the associated wall labels.
- Begin and share a first draft of the mock-ups of the paired exhibit spaces.

## **September**

*Continue incorporating feedback and finalize exhibit materials*

- Incorporate feedback from the first draft of mock-ups for the exhibit spaces.
- Finalize wall labels.
- Present to the Oak Spring Garden Foundation project team.

## **October**

*Finalize and submit exhibit deliverables*

- Incorporate feedback from the presentation into exhibit plans.
- Submit all final deliverables.

## **November**

*Finalize exhibit communications*

- Finalize and submit exhibit pamphlet or catalogue

## **6.0 BUDGET**

Upon submission of deliverables and invoices as detailed in the contracted payment schedule (*forthcoming*), <NAME> will receive a total of \$15,000 during the period of performance of approximately four months.