

Host Application Guidelines 2018-2019

Deadline: 5:00 p.m. September 29, 2017

Overview and Benefits

Program Details

NDSR Art seeks partner institutions across the U.S. to host recent master's degree recipients for a year-long residency. These residents will work onsite to complete a digital stewardship project designed by host institution staff.

Program Background

National Digital Stewardship Residency (NDSR) Art is an iteration of the [NDSR program](#) that began in 2013, with a pilot project developed by the Library of Congress in conjunction with the Institute of Museum and Library Services (IMLS). The NDSR program was developed to bridge the gap between existing, well developed classroom education and the need for more direct professional experience in the field. The program serves several different populations: students interested in the field of digital stewardship, partnering institutions, and the broader cultural heritage community. The mission of the National Digital Stewardship Residency (NDSR) is to build a dedicated community of professionals who will advance our nation's capabilities in managing, preserving, and making accessible the digital record of human achievement.

[NDSR Art](#) adapts and expands the NDSR model by addressing issues of digital preservation and stewardship in relation to the arts, with a particular focus on new media and arts information. The program will support two nationally dispersed cohorts— each consisting of four recent postgraduates placed in host institutions for twelve-month residencies.

NDSR Art is funded by a grant from the IMLS, and administered by the Philadelphia Museum of Art in partnership with the Art Libraries Society of North America (ARLIS/NA).

Partnership Benefits

NDSR Art is committed to the success of each resident and their host site. As our contribution to the partnership with the host site we provide:

- A salary and professional development stipend for a full-time resident for twelve-months (hired by the host institution in partnership with the program)
- Access to continuing education and professional development for staff
- The chance to be an integral part of a collaborative, national network of host institutions sharing knowledge and experiences related to art information digital stewardship

NDSR Art is presented by

Host Application Guidelines 2018-2019

Deadline: 5:00 p.m. September 29, 2017

Eligibility Requirements

Organizational Commitment

The success of the residency experience is dependent upon the participation of engaged, committed host institutions and mentors. Host institutions should:

- Be responsible for the long-term stewardship of art information assets or be in a position to influence other institutions through policy, advocacy, consortia activities, and other non-collecting methods of supporting digital stewardship.
- Have a clear vision of the project plan and how the resident will be effectively utilized.
- Have the stated support of leadership to ensure the resident is considered and treated as an integral part of the organization.
- Be an active participant in the hiring and recruiting processes. The host will select the resident in partnership with NDSR Art program staff. Host institutions should be prepared to review applications and conduct interviews.
- Provide an engaging supervisor/mentor (full-time staff) with the time and resources to support a resident for twelve months.
- Allow resident supervisor/mentors to participate in occasional meetings with project colleagues and NDSR Art program staff.
- Be able to integrate the resident into the broader work and organizational culture of the institution.
- Provide project resources (including software and storage space).
- Provide a valuable learning and work environment for the resident.
- Immerse the resident in the ongoing activities of the host institution as much as possible.
- Provide a computer workstation, email address, and business cards for residents consistent with institutional practice.
- Understand that residents will dedicate 80% of their working hours to their host organizations and 20% of their working hours to training, education, and collaborative NDSR projects of benefit to NDSR Art and the ARLIS/NA community. This will include taking part in an ongoing series of seminars, workshops, and other educational programs designed by PMA, ARLIS/NA, host sites, affiliated NDSR programs in other cities, and the residents themselves.
- Be willing to provide assistance in locating affordable housing (although residents will ultimately be responsible for securing and financing their own living accommodations).

Host Application Guidelines 2018-2019

Deadline: 5:00 p.m. September 29, 2017

Eligibility Requirements

Host Mentor

Host institutions will designate one onsite supervisor to act as the resident's primary mentor. Host mentors will be expected to commit a percentage of their time to training, project supervision, and guidance. The host mentor will be asked to:

- Provide weekly supervision and support for the resident.
- Conduct bi-annual evaluations.
- Attend a week-long digital stewardship training session in Philadelphia.
- Join monthly conference calls to discuss progress on projects and receive 30-60 minute training sessions.
- Attend and deliver a presentation about the project at the ARLIS/NA national conference.
- Co-author a paper with their NDSR Art resident for the ARLIS/NA peer-reviewed publication *Art Documentation*.
- Contribute to the assessment and promotion of the NDSR program.

Logistics

Monetary

We ask each host site to cover the cost of hiring the resident. This includes the payment and withholding of any and all applicable taxes for hiring an employee in the host's city/state. A sample host agreement contract can be found at: <http://ndsr-pma.arlisna.org/info-for-hosts/sample-service-agreement/>.

NDSR Art will cover the cost the resident's stipend (\$40,000 over the course of twelve months).

Host sites are responsible for the institutional mentor's travel expenses.

Collaboration with ARLIS/NA Community

The local ARLIS/NA chapters will "adopt" the resident and provide a forum for networking and shared learning opportunities. ARLIS/NA will assign each resident a mentor. At the close of the residency, the host institution will collaborate with their local ARLIS/NA chapter to facilitate a symposium and graduation activities.

Host institutions are not required to be members of ARLIS/NA or the local chapter, but should be supportive of this facet of the program.

NDSR Reporting

Host institutions will be asked to participate in self-assessments and provide feedback at various points throughout the residencies. Host mentors will co-author a paper with their NDSR Art resident for the ARLIS/NA peer-reviewed publication *Art Documentation*.

Host Application Guidelines 2018-2019

Deadline: 5:00 p.m. September 29, 2017

Project Proposals

The host institution will be responsible for submitting a project proposal for consideration for the residency. Project proposals should include an explicit description of how the project and its outcomes will be incorporated into organizational operations and a summary of how the project fits in the larger scope of digital stewardship and the institution's mission. Descriptions of the host projects selected for the NDSR Art 2017/18 cohort can be found at: <http://ndsr-pma.arlisna.org/2017-2018-hosts/>

Projects should:

- Be designed so that residents can complete the project in twelve months.
- Involve significant intellectual engagement.
- Be practical, hands-on, and collaborative in nature.
- Include transferable skills that will be beneficial for the resident's future career.
- Be well-defined with measurable outcomes that can be presented by the resident to a national audience in conferences, writing, and publications.
- Provide leadership opportunities for both the resident and their institutional mentors.

Priority will be given to projects that focus on aspects of art information digital stewardship, such as:

- Planning for long-term sustainable access to digital assets, including:
 - Born digital works of art and time-based media
 - Electronic publications
 - Interpretive technologies and apps
 - In-house produced audio-visual materials
- Reformatting, migration, and/or emulation of complex digital objects
- Design and planning for content management and metadata systems
- Addressing institutional readiness and assessment of digital preservation planning and policy issues, including:
 - Intellectual property
 - Copyright
 - Access and use
 - Accessibility

We encourage potential hosts to reach out to NDSR Art staff to discuss projects that would fit within NDSR Art's criteria, while being of lasting benefit to their organization.

—

To become a NDSR Art host site, please compile [application materials](#) and submit in one mail to ndsr@philamuseum.org with the subject "(INSTITUTION NAME) Host Application." The deadline to submit is 5:00 p.m. September 29, 2017.