Friends of Maryland's Olmsted Parks & Landscapes (FMOPL)
Maryland Olmsted Archives Research Coordinator

Time Period: Summer 2022, June 1 – August 15

Contractual: Part-time, flexible hours, 200 hours maximum, 150 hours minimum. $25/hour

Location: Remote and in-person at the Baltimore City Archives (BCA), 2615 Matthews Street, Baltimore, MD 21218

Description: The Friends of Maryland's Olmsted Parks & Landscapes (FMOPL) wishes to secure a Research Coordinator to complete a compilation of the Master List of Olmsted Maryland Projects (Master List) by working with online sources as well as with the FMOPL Archives Collection at the Baltimore City Archives to achieve the Task List below. Once the tasks are complete, the Research Coordinator will help determine the best ways to make the Master List accessible to researchers and the public. Requires resourcefulness and self-guided time management and technical proficiency using Google Sheets, Google Drive, and Wikis.

Supervision: A FMOPL board member will supervise the Research Coordinator, and a professional archivist will be available for consultation. Progress reports required for bi-weekly pay by FMOPL.

Task List:
(1) Complete the Master List of Olmsted Maryland Projects (Estimate 100 hours Virtual):
- Write a short description of each project (136 projects)
- Request drawing scans from National Park Service (NPS), if not on Flickr (about 40 projects)
- Obtain copies of missing Olmsted Firm correspondence, if available (10 projects)
- Provide link to Maryland Inventory of Historic Properties Form (about 60 projects)
- Identify the location/address of each project (about 50 projects)
- Determine if Olmsted Firm developed a design for the project (about 60 projects)
- Determine if the project was built (about 70 projects)
- Determine if elements of the design still exist (about 60 projects)

(2) Review the FMOPL Collection of drawings at the BCA (Estimate 80 hours on Site, 20 hours Virtual):
- Determine if drawings are cited with the correct BCA location on the Master List
- Determine if drawings have been digitized and posted on MSA website
- Determine if digitization is of sufficient quality for research purposes
- Determine if drawings are accurately described in the Maryland State Archives finding aid
- Determine if drawings are unique to FMOPL Collection or available duplicates through NPS

(3) *ONLY IF TIME* Confirm that non-drawing items in the FMOPL collection at BCA are clearly documented in the MSA Finding Aid and if of research value, need to be digitized.

Links to established online Olmsted resources:
- Frederick Law Olmsted National Historic Site Archives: www.nps.gov/frla/olmstedarchives.htm
- Olmsted Research Guide Online (ORGO): http://ww3.rediscov.com/Olmsted
- Olmsted Archives, Frederick Law Olmsted, NHS, NPS Flickr site: www.flickr.com/photos/olmsted_archives/albums
- Library of Congress, Olmsted Papers and Records Collection: www.loc.gov/collections/olmsted-associates-records

- FMOPL website: www.olmstedmaryland.org/research-resources
- FMOPL Collection at Maryland State Archives:
  http://speccol.msa.maryland.gov/pages/speccol/series.aspx?speccol=5339&series=55
- DAS Wiki http://wiki.martenet.com/index.php/Olmsted_Brothers

How to apply: Send cover letter and resume to: Sandy Sparks, Chair, FMOPL Archives Committee, srsparks@verizon.net

Deadline: May 16, 2022