



Smithsonian Institution Archives

## Special Services Records, 1964-1969

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Smithsonian Institution Archives  
Washington, D.C.  
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## Collection Overview

<b>Repository:</b>	Smithsonian Institution Archives, Washington, D.C., <a href="mailto:osiaref@si.edu">osiaref@si.edu</a>
<b>Title:</b>	Special Services Records
<b>Identifier:</b>	Record Unit 320
<b>Date:</b>	1964-1969
<b>Extent:</b>	5.29 cu. ft. (4 record storage boxes) (3 12x17 boxes)
<b>Creator::</b>	National Collection of Fine Arts. Office of the Director
<b>Language:</b>	English

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## Administrative Information

### Preferred Citation

Smithsonian Institution Archives, Record Unit 320, National Collection of Fine Arts. Office of the Director, Special Services Records

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## Historical Note

During David W. Scott's 1965-1968 tenure as director of the National Collection of Fine Arts (NCFA), the public affairs program for the Museum emanated from the director's office under the supervision of Special Services. This division began its operations in FY 1966 when John Latham was appointed assistant for Special Services. When Latham resigned in May 1967, Jane Marsh became acting assistant until FY 1968, when Mary Nell Sherman took over the duties of assistant for Special Services. Benjamin Ruhe, a staff member from the Smithsonian's Office of Public Affairs, took on the responsibilities of the public relations section of Special Services in 1967.

The programs supervised by Special Services included programming various exhibition openings; conducting private tours for distinguished visitors; programming special lecture series and symposiums; arranging congressional and ambassadorial teas; preparing press kits; maintaining magazine and newspaper contacts; and preparing the NCFA monthly calendar. Special Services was also responsible for the rotating art exhibitions held in the White House and the Executive Office Building, and the White House Fellow's Seminars on American art. During 1967 the division established a docent program and began a community relations program with local businesses and schools in the Washington, D.C., area for the NCFA opening in the Fine Arts and Portrait Gallery Building.

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## Descriptive Entry

These records consist of memoranda and correspondence pertaining to the various programs carried out by Special Services; NCFA art collection material; exhibition material; lecture materials; budget; reports;

staff biographies; newspaper clippings; magazine articles; radio and television material; tour information; and information on the White House Fellow's Seminar.

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## Names and Subject Terms

This collection is indexed in the online catalog of the Smithsonian Institution under the following terms:

### Subjects:

- Art museums
- Lectures and lecturing
- Museum directors
- Museum exhibits
- Museums -- Administration
- Museums -- Educational aspects

### Types of Materials:

- Clippings
- Manuscripts

### Names:

- Executive Office Building (Washington, D.C.)
- Latham, John, 1921-2006
- Morse, Jane
- Patent Office Building (Washington, D.C.)
- Ruhe, Benjamin, 1928-
- Scott, David W., 1916-
- Sherman, Mary Nell
- White House (Washington, D.C.)
- White House Fellows' Seminar on American Art

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## Container Listing

### Series 1: GENERAL OFFICE FILES, 1965-1969

#### Box 1

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Box 1 of 7                      Josef Scharl, 1966

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- Box 2 of 7 Ancient Art from Afghanistan, June 30-August 23, 1966
- Box 2 of 7 George Caleb Bingham, Fall 1967, 1967-1968
- Box 2 of 7 Brazilian Art Tour (in conjunction with Sao Paolo), Fall 1967
- Box 2 of 7 Alexander Calder, 1968  
[Digital Content: Includes image of the 40 foot jet black stabile by Alexander Calder, to be erected in a pool on the 14th Street side of the Museum of History and Technology, now the National Museum of American History. The sculpture was a gift of Mrs. Gwendolyn Cafritz. 1968. \(Image no. 94-8300\)](#)

## Box 3

- Box 3 of 7 Mary Cassatt Exhibit (includes photos), 1967  
[Digital Content: Includes image of planning for a gala champagne reception, prelude to the opening of a February 1966 exhibition of Mary Cassatt paintings at the Knoedler Art Galleries, New York, for the benefit of the development of the National Collection of Fine Arts, now the Smithsonian American Art Museum. \(Image no. 94-8299\)](#)
- Box 3 of 7 Catlin Exhibition, July 19-September 19, 1965, 1965
- Box 3 of 7 Frederic Edwin Church, February 12-March 13, 1966
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- Box 3 of 7 The Dakar Festival Exhibit, 1966
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- Box 4 of 7                    Sao Paolo Biennale Lenders File, 1967
- Box 4 of 7                    Charles Sheeler Exhibition, 1968  
[Digital Content: Includes image of Edith Halpert and Mrs. Charles Sheeler at the Sheeler exhibition opening. \(Image nos. SIA2011-2387 or 67403-33A or MAH-67403.33A\)](#)
- Box 4 of 7                    Charles Sheeler Opening (includes photos), 1967-1969  
[Digital Content: Includes image of Dr. David Scott, Director of the National Collection of Fine Arts \(NCFA\), now the Smithsonian American Art Museum, and Mrs. Scott talk with Mrs. Charles Sheeler, at the opening of a memorial exhibition of the works of Charles Sheeler at the NCFA on October 9, 1969. \(Image no. 67402-22\)](#)
- Box 4 of 7                    Stanton MacDonald Wright Exhibition Catalogue and Photo Info, Press Releases. Information on dinner at Barney Studio House (includes photos and brochures and color transparencies), 1967 (2 folders)
- Box 4 of 7                    Tanner Exhibition Reception, 1969
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[Digital Content: Robert W. Norris, Director of Community Relations, Philip Morris International, presenting a check to David W. Scott, Director, National Collection of Fine Arts, now the Smithsonian American Art Museum, in](#)

[support of the U.S. Pavilion at the 1966 Venice Biennale. \(Image no. 94-9292\)](#)

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### Box 6

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### Box 7

Box 7 of 7                      Scrapbook of NCFA activities, 1967

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