



Smithsonian Institution Archives

Program Records, circa 1968-1991,
with materials dating from 1920

Finding aid prepared by Smithsonian Institution Archives

Smithsonian Institution Archives
Washington, D.C.
Contact us at osiaref@si.edu

Table of Contents

Collection Overview	1
Administrative Information	1
Historical Note.....	1
Descriptive Entry.....	1
Names and Subjects	2
Container Listing	3

Collection Overview

Repository:	Smithsonian Institution Archives, Washington, D.C., osiaref@si.edu
Title:	Program Records
Identifier:	Record Unit 456
Date:	circa 1968-1991, with materials dating from 1920
Extent:	12.5 cu. ft. (12 record storage boxes) (1 document box)
Creator::	National Museum of American Art. Office of Educational Programs
Language:	English

Administrative Information

Preferred Citation

Smithsonian Institution Archives, Record Unit 456, National Museum of American Art. Office of Educational Programs, Program Records

Historical Note

The Office of Educational Programs had its origins in the Office of Museum Programs, established in 1968 to coordinate the activities of the Junior Museum, the docent program, the publication of postcards, and other events to educate the public. Susan Sollins, who held the title of Visual Information Specialist, was placed in charge of the Office and given the title of Chief in 1970. When she departed in 1970, her duties were transferred to the Department of Education, where Darrel Sewell was named Associate Curator of Education in 1970. He served as Curator of Education, 1971-1972. His successor was Peter Bermingham, who held the title 1973-1978.

Bermingham was succeeded by Barbara Shissler (from 1980, Barbara Shissler Nosanow). She served as Curator of Education 1979-1982. From 1983 to 1984, Nosanow's title was Assistant Director, Programs. In 1985 her title changed again to Assistant Director, Museum Programs. She remained in the office until her departure in 1988 when Judith O'Sullivan was named Acting Assistant Director, Museum Programs. In 1989 James W. Volkert became Acting Assistant Director, Museum Programs. In 1990 the name of the Office was changed to the Office of Educational Programs. Nora Panzer was appointed Acting Chief and held the position, 1990- .

Descriptive Entry

These records consist of files concerning the administration of the office, including monthly calendars and scrapbooks of the docent program, information on exhibitions, the records of the "National Survey of Accessibility in Museums in the United States," and a photograph album of artist Alma Thomas.

Names and Subject Terms

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

Subjects:

Art museums
Museums -- Educational aspects
National Survey of Accessibility in Museums in the United States, 1986

Types of Materials:

Black-and-white photographs
Manuscripts
Scrapbooks

Names:

Bermingham, Peter
National Museum of American Art (U.S.). Department of Education
National Museum of American Art (U.S.). Office of Museum Programs
Nosanow, Barbara Shissler
O'Sullivan, Judith
Panzer, Nora
Sewell, Darrel, 1939-
Sollins, Susan
Thomas, Alma
Volkert, James W.

Container Listing

Box 1

National Museum of American Art (NMAA) Docent Scrapbooks

Box 1 of 15 1979-1980

Box 1 of 15 1980, 1981-1982

Box 1 of 15 1982-1983

Box 1 of 15 1983-1984

Box 1 of 15 Alma Thomas Scrapbook

Box 2

Box 2 of 15 Brochures from Other Museums

Box 2 of 15 Annual Reports

Box 2 of 15 Walk-In Sheets

Box 2 of 15 Statistics

Box 2 of 15 NMAA Docent Time Sheets

Box 2 of 15 Letters Received

Box 2 of 15 Correspondence

Box 2 of 15 *The West as America* Exhibition, 15 March-28 July 1991

Box 2 of 15 Hemphill Information

Box 2 of 15 A. Rockefeller Exhibition, 12 November-18 February 1990

Box 2 of 15 Docent Seminar Papers, 1988

Box 2 of 15 Seminar Papers, 1986-1988

Box 2 of 15 NMAA Docent Group Picture, 1988-1989

Box 2 of 15 Photographs

Box 3

Box 3 of 15 NMAA Docent Trip Files, 1979-1983

Box 3 of 15 Docent Monthly Calendars, 1983-1986; Renwick Historical Notes for Docent Tours; Photographs from Architectural Day, 1980; and Photographs from Family Day, East Meets West, 1981, and the Gene Davis Photo Album, 1920-1982.

Box 4

Records pertaining to the national survey of American museums. These include survey on the accessibility of museums for the handicapped; resources and projections for accessibility; survey of museum practices and services; and case studies survey of programs, exhibits, and architectural features designed to make museums more accessible and enjoyable. Also includes material received from museums being surveyed, such as schedules of events, newsletters, financial statements, list of tour guidelines, photographs and slides, volunteer handbooks, annual reports, brochures, outlines of collections, emergency procedure guides, and examples of museum guides written in braille.

Box 4 of 15 Survey Numbers 1-169

Box 5

Box 5 of 15 Survey Numbers 170-347.1

Box 6

Box 6 of 15 Survey Numbers 347.2-649

Box 7

Box 7 of 15 Survey Numbers 650-1159

Box 8

Box 8 of 15 Survey Numbers 1160-1329

Box 9

Box 9 of 15 Survey Numbers 1330-1579

Box 10

Box 10 of 15 Survey Numbers 1580-1869

Box 11

Box 11 of 15 Survey Numbers 1870-99912 and Unnumbered

Box 12

Box 12 of 15 [No Longer Exists]

Box 13

- Box 13 of 15 Research Opportunity Fund Proposals, FY 1988-1989
- Box 13 of 15 Conference Attendance/Research Opportunities Fund (ROF)
- Box 13 of 15 Smithsonian Society Grants, 1989
- Box 13 of 15 Columbia Historical Society, 1985
- Box 13 of 15 Kellogg Project: Feuerstein/Margo Del Vecchio, 1985
- Box 13 of 15 Narrative Reports: Grants, Trust Funds, Funding
- Box 13 of 15 Fundraising: Development Report, FY 1988
- Box 13 of 15 Development Committee: Funding Projects
- Box 13 of 15 Trust Fund: In Search of Black Mountain; Bill Rose Foundation; New Films on American Themes
- Box 13 of 15 Abstract and Situation Analysis, 1989
- Box 13 of 15 Trust Fund: Budgets, 1988 and 1989; Prospectus, 1989-1993
- Box 13 of 15 Exhibitions: Schedules
- Box 13 of 15 Exhibition Production Meetings, 1988-1989
- Box 13 of 15 Exhibition Advisory Meetings, 1988-1989
- Box 13 of 15 Exhibition Development: James Volkert
- Box 13 of 15 Exhibition Budget Reductions: 3-Year Plan
- Box 13 of 15 Exhibition Installation Procedures, 1986
- Box 13 of 15 Museum Resources Division: Registrar (Johnston, Kroning, Fenn)
- Box 13 of 15 Research Support: Rights and Reproduction of Photographs and Slides
- Box 13 of 15 Library: Space Planning (Cecilia Chin)
- Box 13 of 15 Office of Research and Support: Juley Collection
- Box 13 of 15 Curatorial: Conservation
- Box 13 of 15 Curatorial: Research and Fellowships
- Box 13 of 15 Smithsonian Fellows and Visiting Scholars at NMAA
- Box 13 of 15 Chief Curator: (Acting) Richard Murry

Box 13 of 15	Organizational Chart, 1989
Box 13 of 15	Museum Reorganization, 1990
Box 13 of 15	NMAA Restoration and Renovation, 1987
Box 13 of 15	NMAA Property Pass Authorization, 1987
Box 13 of 15	NMAA Commission Members
Box 13 of 15	African-American Museum: Report, 1989
Box 13 of 15	Financial Statements, 1988
Box 13 of 15	Charles Campbell: Safety Specialist
Box 13 of 15	Elizabeth Broun: Acting Director, 1988
Box 13 of 15	Personnel: Ann Rubin
Box 13 of 15	Virginia Tate, 1987
Box 13 of 15	Design and Production: Chief, 1985
Box 13 of 15	Correspondence, 1989
Box 13 of 15	Budget, Volunteers, and Docents, 1989
Box 13 of 15	Financial Transactions, FY 1989
Box 13 of 15	Financial Transaction Forms: Monthly Printouts, FY 1989
Box 13 of 15	Budget Call, FY 1989
Box 13 of 15	Jim Volkert: Acting Assistant Director for Museum Programs, 1989
Box 13 of 15	Personnel: Alison Abelson, 1985
Box 13 of 15	Federal Budget: Collections Management, 1989
Box 13 of 15	Priority Call and Planning, FY 1987-1988
Box 13 of 15	Trust Fund Indirect Cost Rates, FY 1988
Box 13 of 15	Trust Funds: Balances, FY 1987-1989
Box 13 of 15	Mid-Year Balances: Budget, FY 1988
Box 13 of 15	Judith O'Sullivan - Acting Assistant Director
Box 13 of 15	Design & Production Projects, 1987

Box 13 of 15	Budget, 1988-1989
Box 13 of 15	Design & Production Projects, 1985
Box 13 of 15	Mid Year Budget Report, 1987
Box 13 of 15	Budget: Remainder of, 1986/Other
Box 13 of 15	NMAA Budget, FY 1988
Box 13 of 15	Long Range Plan for Fundraising
Box 13 of 15	Leave of Absence Barbara Nosanow
Box 13 of 15	Barbara Nosanow Personnel
Box 13 of 15	Public Programs Renwick
Box 13 of 15	AAM
Box 13 of 15	Budget, FY 1986
Box 13 of 15	Acting Assistant Director for Museum Resources
Box 13 of 15	Construction - Renwick
Box 13 of 15	CAA File San Francisco, FY 1986
Box 13 of 15	AAM Program Proposal
Box 13 of 15	Budget Sheets, FY 1989
Box 13 of 15	Office of Design & Production - Jim Volkert
	Note:
	<ul style="list-style-type: none">• Interpretation Forum• Projects, 1989• Permanent Collections Enhancements• Security in the Galleries• Jim Volkert Personnel• Remaining Balances, FY 1988• Priorities List (office's progress/museum programs), 1989• Fundraising Report, 7 August 1987• Budget - Renwick, FY 1987• Contributions, FY 1984
	Box 14
Box 14 of 15	[No Longer Exists]
	Box 15

Box 15 of 15	Chicano Art: Resistance and Affirmation, 1965-1985 (CARA)
Box 15 of 15	Docents Art Study to France, 16-30 October 1989
Box 15 of 15	Gene Davis Exhibition: Interactive Space Workshops, 27 February-17 May 1987
Box 15 of 15	New England Adventure, 3-7 June 1986
Box 15 of 15	Photography of Invention: American Pictures of the 1980s, 28 April-13 August 1989
Box 15 of 15	<i>Lets Go</i> newsletters