

## **Job Description Project Manager Vanished World**

**The Sitka Maritime Heritage Society is contracting a Manager for a history project called “Vanished World - People and Places of Southeastern Alaska in the 1980s”**

First, this project will preserve and organize the extensive collection of Matthew Donohoe's professional photographs, Kodachrome slides, that focused on the people, places, and history of trolling around Sitka and SE Alaska in the latter part of the 20th Century. The slides will be organized and professionally digitized to museum standards.

The second part of the project is video recording Matthew Donohoe and others identifying and describing images, and information tied to each image.

A videographer (hired with a separate contract) will edit and compile some of the digitized slides, the oral interviews and, where appropriate, some "B-roll" material into a short 15-minute video that will be archived and available for public viewing.

The end product would be the preservation (physically, as well as with digital copies) for deposition in a museum or archive down the road; identification of the subjects and context of these images; sharing these images with the public in a way that prevents unauthorized use; and creating a short video with an overview of the meaning of this collection, with people talking about the subjects of the images.

### **Project Overview**

Matthew Donohoe is a long-time commercial fisherman in Sitka, Alaska, who was active as a professional photographer in the 1980s even as he was a participant in the fisheries. He documented the commercial fishing community, the characters, communities and villages of southeastern Alaska, and abandoned canneries and other industrial sites. His work has appeared in national publications including *Wooden Boat* magazine and in books, such as the *Alaska Geographic* books on Sitka and Southeastern Alaska. His work is not only historically important, it is also artistically and technically of the highest quality. It is a priceless collection of hundreds of his best photographs, Kodachrome slides, that have not been digitized nor have the subject matter properly identified (subject, place, time, date).

### **The project manager will be responsible for:**

- Organize the collection so that all slides are labeled and organized using best practices to eliminate risk of dust
- Have the collection of Matt Donohoe's Kodachrome slides professionally digitized
- Have a professional photo editor edit selected digitized images (for dust removal, and color/density adjustments) for high quality display and reproduction
- Digitally back up and archive all files and images
- Make lower resolution versions of all images for online viewing
- Research how to share images without risking unauthorized use
- Make large photographic prints of no more than 20 select photographs.
- Mat and frame those photographs for display
- Video record Matt Donohoe and other individuals with direct knowledge of the material talking about what is in each image
- Create transcript and database linking each description to the appropriate image

- Support videographer in producing a short video (of portions of the collection along with additional original footage of people, places, and things that contribute to the overall narrative)
- The project manager will work with and communicate with the SMHS Executive Director.
- The SMHS will:
  - Hold a public viewing of the final video
  - Reach out to museum(s) for eventual archiving of the photos and final video
  - Work with Matt about the long-term preservation of his collection

### Timeframe for Benchmark or Milestone Activities

Timeframe	Proposed Benchmark or Milestone Activity
December 2025	(SMHS) Execute grant agreement and establish a more detailed timeline for project start and completion.
December 2025 - January 2026	(SMHS) Research best options and costs for professional/commercial digitization of slides. Send RFP's out to at least three videographers capable of compiling a short video comprised of digitized slides and oral history interviews.
March 2026	(SMHS) Award contracts for project manager for digitization, editing/cleaning digitized slides, and identifying, and, to filmmaker for compiling the final video.
January & April 2026	(SMHS) Submit grant reports as required
March - May 2026	(This contract) Organize, digitize, record identifications of images.
July 2026	(SMHS) Submit grant reports as required
June - August 2026	(This contract) Work with videographer to create final video, create lower resolution copies of slides for uploading, complete tagging of information to images.
September/October 2026	(SMHS) Hold public viewing of final video, archive all photos and video, submit grant deliverables and final report.

This will be by a contract, or, as an employee of the Sitka Maritime Heritage Society, for an amount to be agreed to by the SMHS and the project manager.

Estimated hours approximately 110:

- Researching, organizing, labeling, digitizing: 30 hours
- Working with Matt to identify images (and filming portions): 30 hours
- Digitally back up, find photo editor to clean up and adjust selected digital images, make lower resolution copies, create catalogue combining information on each image with its number: 30 hours
- Support videographer, order and mat and frame photos: 20 hours

If interested, email [sitkamaritime@gmail.com](mailto:sitkamaritime@gmail.com) or call Rebecca at 907 area code 738-7448.