



STATEMENT OF WORK March 14, 2023

North Star Program: Arts Program Educator (NMAAHC Digital Learning) Education Department National Museum of African American History and Culture, Smithsonian Institution

PROJECT SUMMARY:

The Smithsonian's National Museum of African American History and Culture (NMAAHC) seeks a Contractor to work with the Teaching and Learning Unit team to provide facilitation and logistical support for student programs which will support the mission of the unit including the NMAAHC Digital Education Initiative (DEI). The Contractor will facilitate a number of virtual programs, create resources and participate in an in-person program during the contract period.

SCOPE OF WORK

Arts Program Educator role

The Teaching and Learning Unit is seeking a contractor to serve as a content creator and facilitator responsible for the designing and facilitating arts education programs and assisting in the creation of resource (digital and/or print).

The goal is the facilitation of a set of programs and resources that will highlight stories and collections related to art created by and about the African American experience. The number and schedule of the deliverables will be determined with the COTR/Project Manager. The Contractor will conduct the following tasks:

- Design and facilitate up to 6 virtual and/or in-person programs featuring the art collection of NMAAHC
- Begin a draft for a Beyond the Artifact (8pg booklet for students) or comparable resource
- Research into African American-related collections objects and narratives within the vast Smithsonian holdings
- Make connections to museum initiatives such as the Digital Learning

WORK LOCATION/FACILITIES/PERFORMANCE SERVICE HOURS

The contractors shall conduct preparatory work primarily at their home or office. The contractor shall meet with NMAAHC Education staff via phone or web for meetings as required. The contractor shall be virtually present for the virtual professional development workshop, as needed.



1,824 hours is the up to maximum “not to exceed” service hours permitted and required for an estimated 8-month period of performance.

Payments will be multi-payment based upon receipt of a monthly invoice and acceptance of all work as required according to the agreed upon deliverables schedule as confirmed and discussed.

SPECIFIC TASKS

The contractor shall provide the necessary labor to coordinate, design and facilitate programs and draft educational resources in accordance with the schedule to be created with the COTR:

ADMINISTRATIVE/COMMUNICATION

- The contractor(s) will work collaboratively with members of the Education department, the Director of Education, and other staff members as needed.
- The contractor(s) will participate in meetings via phone or video with NMAAHC Education staff to discuss workshop development, progress, and direction.
- The contractor(s) shall communicate and respond to the NMAAHC education staff in a timely manner.
- The contractor will share design files and content files created in service of this contract
- The contractor will work collaboratively with other contractors

PROFESSIONAL DEVELOPMENT SUPPORT

- The contractor(s), alongside NMAAHC Education staff, may support the facilitation of a virtual workshop
- The contractor(s) shall agree to have their likeness recorded and used in perpetuity by the Smithsonian Institution.
- The contractor(s) shall work collaboratively with members of the Education department, the Director of Education, and other staff members as needed.

FINAL FILES AND DELIVERABLES

- The incumbent will design and facilitate programs. Programs will be conducted virtually or in-person for educators or possibly recorded.
- The incumbent will draft at least one educational resource, similar to the NMAAHC Publication *Beyond the Artifact*.



- The incumbent will facilitate research into African American-related collections objects and narratives with connections to the vast Smithsonian holdings.
- The incumbent will share final design, content and program related files no later than the end of the contract performance date.