



**Office of Education & Outreach  
Scope of Work (SOW)  
Q?rius Contractor  
Date: 09/07/2017**

**1. Project Summary**

The Smithsonian's National Museum of Natural History (NMNH) seeks a full-time contractor to provide administrative, operational and design support and services for Q?rius and Q?rius jr in the Learning Venues and Visitor Experience branch of the Office of Education and Outreach. The work would begin on or around October 15<sup>th</sup>, 2017 and be completed by October 14<sup>th</sup>, 2018, with a potential for extension. The work will be approximately 40 hours per week on site at the museum.

**2. Smithsonian's National Museum of Natural History**

The Smithsonian's National Museum of Natural History, located at 10th Street and Constitution Avenue N.W. in Washington, D.C., is the most-visited natural history museum in the world. Opened in 1910, the green-domed museum on the National Mall is dedicated to maintaining and preserving the world's most extensive collection of natural history specimens and cultural artifacts. It fosters significant scientific research and educational programs and exhibitions that present the work of its scientists to the public. The museum is regarded as a global leader in natural history collections, collections-based research, scientific discovery, and natural history exhibition. The current and ongoing restructuring of the Office of Education & Outreach is part of an institution-wide effort to promote the education and outreach activities of the museum to the rigor and renown of its science activities. A related intent is to reinvigorate the offerings that the museum provides for youth, especially those from populations underrepresented in science, technology, engineering, and math (STEM) careers, by engaging them in our unique assets—our science and collections—with the hope to inspire the next generation of scientists.

**Q?rius The Coralyn W. Whitney Science Education Center**

Q?rius The Coralyn W. Whitney Science Education Center is an innovative 10,000 square foot interactive space developed and operated by the NMNH Office of Education & Outreach. NMNH developed Q?rius as a learning laboratory, to create, test, and eventually disseminate innovative, experimental ways to use the unique resources of the largest natural history museum in the world to address critical needs in scientific and cultural literacy. The

mission of the museum is to understand the world and our place in it. The mission manifests itself in Q?rius with opportunities to consider not just the natural world, but how humanity – our cultures and our actions – is an integral part of it. For citizens individually and collectively, an understanding of the world and our place in it can help inform daily decisions and provide a basis for broad civic engagement with important issues. Science, technology, and understanding of and engagement with the world’s cultures underpin our ability to make sustainable decisions about the global economy, health, and natural resources.

The Q?rius Contractor is an important part of Q?rius. They will help scientists, educators, students and experts from around the world use the space for innovative education. The Q?rius Contractor will help museum experts connect with our vast audiences, using our amazing collections and cutting-edge technology, by providing support for exciting science programming.

This is a great contract for those fairly new to the museum profession, it provides with a chance to learn about all aspects of museum education, from operating a hands-on interactive venue, to working closely with curators and other experts, to supporting in-depth youth programs, to working with collections, to connecting with diverse audiences from around the world.

### **3. Deliverables and Tasks**

*The Tasks for this contract are divided into two major categories:*

#### **I. Coordinate, Facilitate and Lead Public Hours Activities**

##### **a. Maintaining and updating the Q?rius Calendar**

- Books the Q?rius Space for workshops, expert-led Q?rius programs, meetings, installations, testing, conferences, public & special events, and reserves equipment as needed
- Maintains the Q?rius Master Calendar by entering and updating new reservations
- Maintains and improves the new Expert-Led Q Programs Planner, Q?rius Program/Event Proposal, and Q?rius Equipment Request systems and inform staff on how to use them.
- Reviews the Expert-Led Q?rius Programs submission in order to make sure all the logistical needs for such programs are planned in advance & communicates the needs to the Q?rius operations team
- Assists the Experience Design team however requested with implementation of educational programs in the Museum
- Entering data in EVANS and EDGE data systems

##### **b. Assist with programming and operations**

- Works with the Q?rius Manager and Q?rius and Q? jr Coordinator to update operational manuals and policy and procedures for both.
- Assists with ensuring operational systems are in place that support Q?rius programming, expert programming, public programming & festivals
- Creates, distributes and updates signage for Expert-Led Q?rius programs, adult events that take place in Q?rius, and other signage as needed

- Sets up and breaks down events/festivals and Expert-Led Q?rius programs as requested by the Q?rius Manager
- Assist with tracking and reporting of Q?rius programs
- Work with Q?rius Manager and the Education Collections Manager to ensure the safety of collections
- Assist in the management and upkeep of collections
- Provide feedback to education staff about programs and recommend adjustments to content and logistics
- Prepare Q?rius for public hours and public programs, and then secure venue at end of day including; scientific equipment, collections, and materials to their respective storage areas
- Engage visitors in the exploration of the interactive activities throughout Q?rius

**II. Assist the Q?rius and Q?rius jr Manager with the operations of the Q?rius & Q? jr Volunteer Program**

- Assist with the recruitment efforts and new volunteer interviews
- Assist with the tracking and processing of volunteer data
- Assisting with training of new volunteers and providing enrichment/continuing education opportunities for existing volunteers
- Assisting with volunteer coordination during open hours by performing routine checks of volunteers on the floor of Q?rius & Q? jr
- Assist with the enhancement and development of volunteer trainings for additional volunteer roles in Q?rius & Q? jr
- Update and organize volunteers in volunteer management system.

*The Deliverables for this contract are listed below:*

- Send weekly updates to the Q?rius & Q? jr Manager
- Signage for Expert-Led Q?rius programs, adult events that take place in Q?rius
- Updated Q?rius and Q?rius jr space protocols document
- Updated volunteer training manual for staff

**4. Timeframe**

All project tasks and deliverables will begin on or around 10/15/17 and be completed by 10/14/18.

*Base and Option Periods*

If, at the sole discretion of the Smithsonian Institution, options are extended they shall cover the following periods:

Base period	10/15/17 to 10/14/18
Option Period 1	10/15/18 to 10/14/19
Option Period 2	10/15/19 to 10/14/20
Option Period 3	10/15/20 to 10/14/21
Option Period 4	10/15/21 to 10/14/22

## **6. Place of Performance**

The nature of the tasks and deliverables demands that this work will be conducted onsite at the NMNH, in a learning center and office environment. No travel costs will be reimbursed.

Q?rius Contractor will work in a team environment with staff, volunteers and interns.

## **7. Schedule**

The Q?rius Contractor schedule will be onsite 4 weekdays and one weekend day per week with flexibility of occasionally evenings. Total weekly commitment will be 40 hours per week.