

# Statement of Work (SOW)

## Education Contractor

5/17/2022

National Museum of Natural History  
Office of Education, Outreach, and Visitor Experience

### **BACKGROUND**

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 Office of Education, Outreach, and Visitor Experience leads an institution-wide effort to promote the education and outreach activities of the museum to the rigor and renown of its science activities.

### **SCOPE**

The Smithsonian's National Museum of Natural History seeks a full-time contractor to support work in the Office of Education, Outreach, and Visitor Experience. The contractor will provide administrative, logistical, and coordination services in support of the implementation of programming for K-12 students and teachers by leading programs and experiences for school groups. The work will begin on or around June 16, 2022.

### **CONTEXT**

NMNH offers structured, facilitated experiences for students in grades K-12. The experiences have been designed to provide students with scaffolded learning about NMNH scientists and their research. Students will use scientific equipment, such as microscopes, along with objects and digital resources and tools (e.g., collections records, video) and build skills for natural history science. School programs are offered on most weekdays during the school year (October through June), in Q?rius, The Coralyn W. Whitney Science Education Center.

Q?rius is an interactive and experimental learning space that brings the unique assets of the Smithsonian's National Museum of Natural History – the science, researchers, and collections – out from behind the scenes. We call it Q?rius because it is designed to inspire curiosity in a whole new way in the next generation of scientists and science-minded citizens. It is an exhibit sized interactive space filled with resources at the world's largest natural history museum, including:

- A collection of 6,000 objects – fossils, bones, insects, cultural artifacts, pressed plants, and more – all accessible for investigations, carefully selected to support learning goals connected to curriculum.
- A suite of digital tools, including videos, virtual objects, and references to maximize learning from objects and link objects to core science ideas and the people who study them.
- Scientific tools integrated with all school experiences.

All classes:

- Feature the work and amazing discoveries of Smithsonian scientists
- Link real-world research of Smithsonian scientists to curriculum standards for a unique approach to inspiring students
- Use inquiry-based, team-oriented approaches to key questions similar to those addressed by Smithsonian scientists
- Reflect the input of teens, students, and teachers with whom we partnered so that we could guarantee program appeal for students and relevance for teachers
- Integrate collections objects, data, scientific equipment, and digital assets to investigate core ideas

## **TASKS**

The tasks for this contract are divided into FIVE major categories.

### **a. Teaching and Facilitation of School Programs**

- Lead and facilitate scheduled school experiences, both onsite and virtually.

### **b. Organization and Preparation for School Programs**

- Set up and break down school program sessions daily.
- Organize and prepare necessary paper materials, supplies, collections and equipment weekly for school programs.
- Assist with the development, editing and design of teacher materials to support field trip and classroom experiences and distribute to teachers as needed.
- Assist with the refinement of current Q?rius and Q?rius jr school programs, both onsite and virtual.
- Assist with the coordination, preparation, and execution of special school programs, including DCPS Cornerstones and other sponsored events.
- Collaborate with Education and Outreach staff to craft an assessment framework for school programs and develop a plan for ongoing assessment of current programs.
- Collaborate with NMNH staff with the development of new school programs, including facilitated programs, exhibit tours, self-guided experiences, including instructional design, prototyping, and testing.
- Co-lead tracking and confirming school program registrations.

- Conduct phone and email correspondence about Q?rius and Q?rius jr. school programs, assist with managing the NMNH School Programs resource email account and phone line.

**c. School Program Volunteer Coordination**

- Assist volunteer programs staff with the review of volunteer applications, and conduct interviews for school program volunteer applicants as needed.
- Assist the Manager of School and Youth Programs and Q?rius Coordinator with continuing education sessions around content and facilitation skills.
- Lead daily pre-brief/debrief meetings with school program volunteers.
- Assist with the development of an end-of-school-year reflection meeting for school program volunteers, educators and Manager of School and Youth Programs.
- Report all activity and feedback to Manager of School and Youth Programs in order to refine volunteer management and ongoing training.
- Refine and edit the policy and procedure manual for management of school program volunteers to supplement policies and procedures for School Program volunteers as needed.
- Contribute to and implement an appropriate rotation and scheduling strategy for school program volunteers.
- Send monthly schedule emails to the volunteers and subsequent update emails as needed.

**d. School Programs Administration**

- Assist in the development and implementation of school programs marketing plans and development and the distribution of promotional materials.
- Assist in the development of an outreach plan for promoting and informing Washington DC area teachers of the educational opportunities available for school groups at NMNH and Q?rius.
- Implement outreach efforts to Washington DC area teachers by visiting schools, attending events, conducting tours and special programs, among other opportunities.
- Assist in the planning, coordination, and implementation of special events, both onsite and virtual, for students and/or teachers as needed.
- Provide feedback to NMNH staff about school programs and recommend and implement adjustments to content or logistics.
- Assist in the development of school program evaluation tools and methods for collecting regular teacher feedback.
- Submit weekly written reports summarizing the educational programming and reflections on practice. The reports will be due no later than close of business on Wednesdays.
- Enter weekly and monthly school group visitation numbers for Q?rius school programs into the Smithsonian Institution's EDGE system.
- Assist with the collection and curation of data from all digital platforms.
- Contribute to mid-year and end of year reports on school programs.

**e. Other tasks**

- Attend regular check-in meetings with Education and Outreach staff.
- Collaborate with Youth Programs to help find alignments, efficiencies and opportunities shared between Youth and School Programs.
- Assist with Youth Programs events such as afterschool workshops, teen takeovers and other afterhours and weekend special events.
- Assist Youth Programs with application processing and interviews.
- Support learning in Q?rius by consulting with colleagues on programming, learning goals, best practices and audiences; assisting on the floor of Q?rius when the space is short-staffed(not to exceed 4 hours every 2 weeks).

**DELIVERABLES**

- Weekly written reports summarizing the educational programming and reflections on practice. The reports will be due no later than close of business on Wednesdays.
- Weekly and monthly reports of school group visitation to the Smithsonian Institution’s EDGE system.
- Bi-weekly check-in meetings with other Q?rius Educators and the Manager of School and Youth Programs.
- Policy and procedure manual for management of school program volunteers to supplement policies and procedures for Q?rius volunteers.
- Plan for engaging school program volunteers in daily briefing sessions and end-of-school-year reflection.
- Plan for implementing ongoing or regular assessment of current school programs with associated assessment materials for each Q?rius school program.

**PLACE OF PERFORMANCE**

Contractor must be available to work onsite at the National Museum of Natural History during normal working conditions. Regular telework will be accommodated only during the phased reopening of the Smithsonian.

**PERIOD OF PERFORMANCE**

Original period of performance will cover a one-year period from 6/16/2022 to 6/15/2023. Pending need and funding, there will be four one-year optional periods. Proposals should be submitted with base year hourly rate and four optional out-year hourly rates.

	<b>Date through Date</b>
<b>Base Period</b>	6/16/2022 to 6/15/2023

<b>Option Periods</b>	
<b>1</b>	6/16/23 – 6/15/2024
<b>2</b>	6/16/24 – 6/15/2025

- 3 6/16/25 - 6/15/2026
- 4 6/16/26 - 6/15/2027

Contractor must work 40 hours per week , Monday to Friday 9-5:30 including a 30-minute break for lunch. The contractor will report directly to the Manager of School and Youth Programs, Office of Education and Outreach, National Museum of Natural History, Smithsonian Institution. The contractor will work in a team environment with other Q?rius and School and Youth Programs staff, volunteers, contractors and interns. Because of the team environment of the work, it is anticipated that the vendor will need to occasionally be flexible with their weekday schedule. Schedules may change to include evening hours or Saturdays when necessary to accomplish tasks associated with the implementation of program needs such as teacher focus groups or workshops, and assisting with special events for both school or youth programs.