

**Smithsonian American Art Museum**  
**Statement of Work: SAAM Part-Time Contract Educator**  
**July 10, 2019**

**Background**

The Smithsonian American Art Museum (SAAM) and Renwick Gallery seeks a part-time contract educator to help build strategic relationships with District of Columbia Public Schools (DCPS) in order to create and deliver high-quality, standards-aligned programs and resources for students and teachers alike. The contract educator will collect and analyze formal and anecdotal information in order to advise SAAM education staff as they undertake a strategic collaboration with DCPS teachers across disciplines and grade levels.

**Scope of Work**

Contractor shall provide professional, technical, non-personal educational research and support services in support of SAAM's collaboration with District of Columbia Public Schools (DCPS). Specific tasks are enumerated in the Deliverables section below.

**Statement of Work**

The contract educator will conduct a needs assessment by becoming familiar with the system-wide needs of DCPS students, teachers, and administrators. The contract educator will conduct a comparative analysis, identifying existing SAAM resources and programs that fit the identified DCPS needs as well as reasonable opportunities for new resources and programs aligned with the Museum's mission. Further, this position will work with SAAM's teacher programs coordinator, cultural partners, and artists to design and facilitate programming and establish a low-cost marketing and communications strategy to assure teacher engagement and broaden the Museum's reach amongst DCPS students and teachers.

**Contractor Duties**

Taking into account the Museum's mission and priorities, the contractor will:

1. Document existing museum educational resources and programs, aligning these with DCPS published academic standards as well as scope and sequence documents;
2. Conduct in-gallery and school-based programming in service to DCPS students in order to become more familiar with museum teaching techniques as well as SAAM's collection, documenting insights as they arise;
3. Conduct and document in-person interviews with DCPS stakeholders (including students, teachers, community partners) in order to establish system-wide needs of DCPS students, teachers, and administrators;
4. Cultivate a collaborative, reciprocal relationship with SAAM's Teacher Advisory Committee. These cohort of five DCPS teachers will work with SAAM through a school-year-long series of meetings in order to deepen the museum's understanding of DCPS system-wide needs; identify alignments between existing museum resources and

programs and those needs; and draw upon the expertise of these advisors to begin to address unmet, SAAM-aligned opportunities;

5. Report upon each step, identifying appropriate and museum mission-aligned actions that complement DCPS's vision to "...become a district of both excellence and equity—a place where every family feels welcome and every child is given the opportunities and support they need to thrive". The contractor will modify the report and recommendations as needed in order to reflect new information;
6. Based on insights gleaned from experiences throughout the contract year, establish a low-cost marketing and communications strategy to assure teacher engagement and broaden the Museum's reach amongst DCPS students and teachers.

### **Deliverables**

The Contract Educator will produce the following types of documentation of their work to the COTR no later than the dates marked:

- Weekly reports documenting satisfactory progress toward the projects described in 'Contractor Duties' as well as any questions or concerns for the continued execution of said projects;
- A report synthesizing and documenting current SAAM educational resources and programs, aligned with DCPS standards and scope and sequence documents as well as recommendations for communicating with DCPS teachers and administrators about these (September 30, 2019);
- A report documenting findings from informational interviews, Teacher Advisory Committee meetings, and any in-gallery or classroom-based programming and synthesizing the system-wide needs of DCPS students, teachers, and administrators (November 30, 2019 and modified as needed throughout the contract);
- A report documenting existing SAAM resources and programs that fit the identified needs as well as recommending reasonable opportunities for new resources and programs aligned with the Museum's mission (December 30, 2019 and modified as needed throughout the contract);
- A report documenting impact stories from 20+ DCPS student programs such as in-gallery tours and school-based outreach (February 29, 2020);
- A report documenting proceedings and outcomes of three Teacher Advisor Committee meetings (October 31, 2019, February 29, 2020, and May 31, 2020);
- A communication plan and action plan that synthesize knowledge gained throughout contract and make reasonable, mission-aligned recommendations for SY 2020-2021 (May 31, 2020).

### **Performance Period and Schedules**

Work will begin in August of 2019, with approximately 880 hours of educational research and support to be delivered within roughly 11 months, as described above: 20 hours per week for an 11-month period.

The majority of work to be performed at SAAM's offices at 750 Ninth Street, NW, Suite 3100, Washington, DC, 20001. As necessitated by outreach and facilitation duties, additional locations may include the Donald W Reynolds Center for American Art and Portraiture (8<sup>th</sup> and G Streets, NW), the Renwick Gallery (1661 Pennsylvania Ave., NW), and public school sites throughout Washington, DC. Reasonable local travel costs will be reimbursed.

Most work shall be scheduled during normal business hours (M-F, 8:45am to 5:15pm, excluding federal holidays). Occasional weekend and evening hours may be necessary. SAAM will provide furnished workspace, general office supplies, and one dedicated personal computer for contractor's use throughout duration of the project. The contract is for 11 months from the start date of the contract. This contract is not renewable.

### **Project Oversight and Payment Schedule**

The Project Contract Technical Representative (COTR) will be Douglas Wilde, Administrative Officer, Smithsonian American Art Museum. Carol Wilson, SAAM's Lunder Education Chair, will be Technical Point of Contact (TPOC). The contractor will report on-site to Elizabeth Dale-Deines. Work as outlined above in Project Deliverables will be assigned by TPOC based on priority needs. All work completed shall be subject to inspection and acceptance by the TPOC.

Payment schedule is based on hourly rate including deliverables detailed above. Payments will be based on acceptance of bi-weekly report (including reported hours), with invoices submitted biweekly.