



2 E 91ST STREET
NEW YORK NY 10128
PHONE 212.849.8400
FAX 212.849.8401
COOPERHEWITT.ORG

November 20, 2024

STATEMENT OF WORK

Cooper Hewitt, Smithsonian Design Museum requires a contractor to provide professional and technical services for the Learning and Audience Engagement Department.

Period of performance

January 8, 2025 – August 31, 2025.

- Contractor will provide (3) 90-minute on-site field trips per week (Tuesdays, Wednesdays, and Thursdays), with 30 minutes of prep time beforehand and 30 minutes for cleanup after. A small number of field trips may be virtual or in-school. Design Field Trips (DFT) for the spring term begin January 14, 2025 and end June 12, 2025*. DFTs are not offered during NYC DOE school holidays. Approximately 60 Design Field Trips will be held in the spring term.
- DFT includes a 45-minute tour and a 45-minute workshop.
- DFT work includes email correspondence to assigned school field trip contact.
- Contractor will attend up to 24 hours of meetings during the Design Field Trip (DFT) school year for trainings, program check-ins, and evaluation. Training for Design Field Trips for the spring term will begin on or around January 8, 2025.

*exact dates may differ based on registration status.

Location:

Cooper Hewitt, Smithsonian Design Museum, 2 East 91st Street, New York, NY 10128.

Contractor's place of work

Schools in various locations in New York City as determined.

Amendments must be made by mutual agreement in writing by the parties.

I. CORRESPONDANCE PROCEDURES WITH COOPER HEWITT STAFF

Learning and Audience Engagement Department oversees all school programs. Visitor Experience staff members schedule on-site programs. Therefore, it is important that all communication is streamlined through one email and phone number: chtours2@si.edu and 212-849-8351.

II. WORK ATTENDANCE

Due to the nature of contractual work with the Cooper Hewitt Education



Department, it is expected and required that all Contractors be present on days scheduled. Should an unforeseen late arrival or absence be necessary, it is important for Contractors to follow these outlined steps:

Program Arrivals

Design Field Trip (on-site program): It is expected that you arrive 30 minutes prior to scheduled program to prepare for the tour and workshop.

Arriving Late

Museum Educators should not exceed more than one late arrival per month. Should this limit be exceeded for more than two months in a row, contract with the museum will be jeopardized.

If you expect to be delayed it is mandatory to notify School and Tours Line at 212-849-8351 and the school's office which is provided under the "School Phone Number" section of the job tracker.

Last Minute Cancellations

Contractors are required to give the Learning and Audience Engagement Department at least three business days' notice if you are unable to lead a program for which you are scheduled. Contractors should not exceed more than four days per program year of last-minute cancellations. The School Programs lead will take emergencies and illness into consideration.

Contractor No-Show

The following policies will remain firmly in place in the event of a no-notification, no-show absence:

- All occurrences are documented.
- Contractors should not exceed more than two no-shows. Should this limit be exceeded, contractual work with the museum will be jeopardized.

School Cancellation

Visitor Experience staff schedules all programs and is responsible for notifying the scheduled contractor of a scheduled group cancellation.

- Contractor will be paid for the full program time if the teacher fails to notify the museum of the cancellation with less than two business days' notice of a program's scheduled date.
- Contractor will be paid for the full program time should a scheduled group not show up (e.g. a "no show") and the contractor does show up.
- Contractors will be paid for the full program time should there be internet connection issues either on the part of the contractor or the scheduled group.
- Contractor understands that the program, workshop, or tour



may be cancelled if by reason of fire, earthquake, flood, explosion, accidents, strikes, act of God, or war. Such a cancellation would negate the Smithsonian's obligation to the contract. Should a class, tour or activity be cancelled midterm; a pro-rated payment will be made based upon work performed.

School Arrives Late

The contractor should not leave unless told by Cooper Hewitt Staff or receives confirmation from the classroom teacher that the class is not coming. The timing of when the class arrives will determine the type of program that they will receive. If the class arrives with more than 45 minutes, then the contractor should make the decision to abbreviate the program to finish at the 90-minute time (on-site programs) or to only provide the tour or workshop. If the class arrives with less than 45 minutes the program is cancelled and Visitor Service will notify the class that they have the option to do a self-guided tour if the program is on-site at Cooper Hewitt.

III. TRAINING SESSIONS AND MEETINGS

There will be several trainings and meetings over the program year that will be identified as either optional or mandatory. These are scheduled with as much advance notice as possible and contractors are asked to provide their availability so that majority availability can be considered when scheduling meetings.

Mandatory Trainings

Contractors may be excused only with the approval of the School Program lead. Should approval be given you are responsible for obtaining information discussed at the meeting. Contractors should not exceed more than one mandatory meeting absence per program year.

IV. PROGRAM PROCEDURES

Communication from and with schools

Specific requests or needs of assigned programs are identified under the "Notes" section of the job tracker. Contractors must email the school organizer at least three days prior to their visit to introduce themselves and inquire about the "notes" in preparation for program. Contractors must assemble tools or provide accommodations as specified by the teacher in the "Accessibility Needs" section of their registration form.

Design Field Trips (on-site program)

Contractors are responsible for arriving 30 minutes prior to the scheduled program. Contractors are responsible for setting up workshop supplies. After the program, contractor is responsible for returning all supplies to their storage area and tidying up design studio including: refreshing the table



covers (do not layer); putting away the technology appropriately via charging laptop for following educator; notifying Learning and Audience Engagement Department if supplies are running low via email to Louisa Hartigan.

Dress Code

All Contractors are expected to present themselves in a professional manner. Jeans, shorts, excessively short skirts, sneakers, and flip-flops are not acceptable attire.

V. AVAILABILITY:

Contractors are assigned to the schedule below for the entire school year.

Design Field Trips (on-site program)

- Design Field Trips are available Tuesday, Wednesday and Thursday's excluding school holidays and breaks. Work time is 10:00 a.m. to 12:30 p.m.

VI. EMPLOYEE SECURITY PROCEDURES

Identification Badges

Identification badges are an integral part of our access control program. Contractors are required to wear Smithsonian badges at all times while on the museum premises. The Security Guards are instructed to stop unknown persons in restricted areas who do not display a badge and determine why they do not have one. Anyone who cannot produce an I.D. badge will be required to secure a visitor's pass, which can be acquired at the security desk at the staff entrance. Contractors must wear their official Smithsonian badge while conducting off site programs as well.

Emergency Closings

If there is severe weather or other emergency, Contractor should call the Museum's main number 212-849-2950 for notification of potential Museum closure.

Accidents while conducting programs

- Design Field Trips (on-site program): Notify a museum guard and Visitor Experience of any accidents to (or serious illness of) any program participant.
- Contractors should give as much information as possible in a concise manner. All accidents including such seemingly trivial things as a minor cut, scratches, etc., are to be reported.



- Follow museum and school emergency procedures. You are not responsible for calling 911.
- DO NOT administer any first-aid or medication.
- DO NOT move injured (or ill) person(s).
- Contact the Learning and Audience Engagement Department after the situation is under control.

VII. SPECIAL CONDITIONS

Contractor shall not use the name of the Smithsonian Institution, Cooper Hewitt, Smithsonian Design Museum or variations thereof, in any advertisement or publicity without the express written permission of Smithsonian.

