

## Facing History Curriculum Guide Researcher/Writer

### Statement of Work

#### SCOPE OF WORK

The Contractor shall provide professional, technical, non-personal researching and writing services for “Facing History: Curriculum for Teaching U.S. History through Portraiture” in the National Portrait Gallery’s Audience Engagement Department.

“Facing History” will serve as a national model for teaching American history in the 5<sup>th</sup>-12<sup>th</sup> grade US History classroom using the permanent collection of the National Portrait Gallery. The Facing History curriculum guide will be a suite of materials written for teachers and students primarily at the 8<sup>th</sup> grade level. This will be a formal education resource, citing national and (where appropriate) local education standards of learning. The components of Facing History will include themed Study Guides, teaching posters, videos, access to museum educators, and a portal entry for use of images. Facing History will be a series of curriculum guides based on the themes in the upcoming Portraits of a Nation exhibition at the National Portrait Gallery.

#### STATEMENT OF WORK

Contractor shall perform researching and writing functions in the Audience Engagement Department. Contractor shall assist with the first theme in the Facing History project: Suffragists, Socialites, and Trailblazers Curriculum Guide, including but not limited to researching and writing content for the guide, teaching posters, and videos.

#### CONTRACTOR DUTIES

Contractor shall perform tasks which may include, but are not limited to, the following:

- Research and write all aspects of the Curriculum Guide below.

#### Elements of each Curriculum Guide

- Reading Portraiture 101: How to Look Closely, which includes:
  - Visual Literacy
  - Elements of Portrayal
  - Learning to Look Strategies
- Timeline: 1600-1900
  - Important events related to the theme
  - Portrait subjects placed on timeline
  - Modern day Connections
- Associated National Curriculum Standards for Social Studies and College, Career, and Civic Life Framework for Social Studies State Standards

- Historical Content and Associated Portraits
  - Chronological narrative of the theme infused with portrait subjects who are part of the narrative
- Ideas for Teaching
  - Warm-up: Close Look with one portrait from the theme
  - Ways to integrate portraits into teaching of historical content (as introduction to the theme, as illustration, comparison with primary sources, as assessment)
  - Revisit Warm-Up as assessment of understanding
  - Evergreen lessons
- Primary Sources (primary source texts related to portrait subject)
- Bibliography
  - Further Reading
- Creation of associated Learning Lab Collections
- Teaching Posters and Videos and Student Resources
  - Three teaching posters highlighting significant individuals on the theme
  - Videos modeling how to engage students with historical content and associated portraits
  - Worksheets and handouts for students to complete

#### PERFORMANCE PERIOD

All work under this purchase order shall begin on January 1, 2021 and end on or before May 30, 2021. The research and writing period will occur between January 1, 2021 and March 31, 2021. Editing and rewrites will occur between April 1, 2021 and May 30, 2021.

#### PERFORMANCE STANDARDS AND LOCATION

Contractor shall perform all work between normal business hours, Monday through Friday, excluding Federal holidays and Federal office closures due to inclement weather, final schedule to be confirmed with Head of Education. Contractor shall meet NPG standards and templates for research and writing. All work shall be performed remotely, with check-in meetings bi-weekly happening over Zoom.

#### PERIODIC PERFORMANCE MONITORING

Acceptance of work and frequency of review is at the discretion of the Head of Education, who will meet with the Contractor on a regular basis to review the progress of the work, i.e. the performance of the specific responsibilities for research and writing. The Head of Education shall assess the pace of the Contractor progress taking into account any other project considerations. The periodic performance meetings shall determine acceptance of work and payment.

The Smithsonian reserves the right to terminate this contract, or any part hereof, for its sole convenience. In the event of such termination, the Contractor shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and sub-contractors to cease work. Subject to

the terms of this contract, the Contractor shall be paid a percentage of the contract price reflecting the percentage of work performed prior to the notice of termination, plus reasonable charges the Contractor can demonstrate to the satisfaction of the Smithsonian using its standard record keeping system, have resulted from the termination. This paragraph does not give the Smithsonian any right to audit the Contractor's records. The Contractor shall not be paid for any work performed or costs incurred which reasonably could have been avoided.