

RFP – “Indian Summer” Program Scheduler

The Smithsonian’s National Museum of the American Indian (NMAI) seeks a Program Scheduler. During FY 2009 and FY 2010, the NMAI anticipates registering hundreds of campers from Lower Manhattan to the “Indian Summer” program. The role of the Program Scheduler will be to schedule and confirm groups participating in “Indian Summer” at the NMAI. The contract for Program Scheduler will be for two consecutive summers, from mid May – September 1, 5 days/week (May 18, 2009 – September 1, 2009 and May 18 – September 1 2010). The Program Scheduler contract will 5 days a week from 10 am – 3pm.

“Indian Summer” is a phased project that began in July, 2008 and runs through the summer, 2010. The focus of the campers’ visits to the National Museum of the American Indian (NMAI) will be the exhibit, *Beauty Surrounds Us*, located in the Diker Pavilion for Arts and Cultures. The intended goal of the first year was to host an 8-week program (July 7 – August 29) that attracted approximately 30 youth/day. The second year (2009) will build on lessons learned from this summer and double the daily attendance.

The Program Scheduler is anticipated to commence work in May 2009 for a period of four (4) months. The program will re-commence in May, 2010 for a period of four (4) months.

The Program Scheduler will be responsible for the following:

- Scheduling and confirming group visits to the museum for “Indian Summer”
- Sending all pre-visit materials to scheduled camp groups
- Handling all cancellations
- Greeting all scheduled “Indian Summer” camp groups at staff entrance and directing them to program location.
 - Generating regular reports regarding “Indian Summer” camp attendance.

The qualifications sought by the NMAI are:

- Excellent oral communication skills
- Excellent organizational skills. Ability to work independently and collaboratively.
- Excellent interpersonal skills

Interested individuals are invited to submit proposals that contain the following information:

A) Experience and expertise:

1. Resume or cv

B) Fee Requirements. Please indicate required hourly rate and/or requirement for four month period (25/hours week x 15 weeks= 375 hours).

Please note: Contract will be awarded for four months (May – September) for two consecutive years (2009 and 2010). Contractor will work 5 days/week from 10 am – 3 pm.

Please note: Selected candidate will be required to enroll with the Central Contractor Registration (www.ccr.gov).

Proposals must be postmarked by February 25, 2009.

History and Mission of the Smithsonian National Museum of the American Indian

The National Museum of the American Indian (NMAI) is the only national museum dedicated to the Native peoples of North, South and Central America. Chartered by Congress in 1989 as the 16th museum of the Smithsonian Institution, its mission is to recognize and affirm to Native communities and the non-Native public the historical and contemporary culture and cultural achievements of Native people of the Western Hemisphere.

The George Gustav Heye Center (GGHC), located since 1994 in the landmark Alexander Hamilton U.S. Custom House in Lower Manhattan, is NMAI's New York presence. It offers both historic and contemporary exhibitions, educational opportunities for children and adult and a host of vibrant public programs. Prior to its Smithsonian association, the GGHC was the Museum of the American Indian located in Upper Manhattan. The majority of the museum's 850,000-piece collection was assembled by New Yorker George Gustav Heye, who became fascinated with Native cultures in the early 1900s and spent the next 50 years traveling the Western Hemisphere in search of Indian objects. Today, it is generally considered to be the most comprehensive Native American collection ever assembled. The museum's broad range of exhibitions and programs, both here and at the NMAI on the Mall in Washington, D.C., have built on this legacy, creating a Native place to explore the past, present and future of Native cultures.

Send proposal to:

Johanna Gorelick
Manager, Education Department
Smithsonian National Museum of the American Indian
One Bowling Green
New York, NY 10004

RFP – “Indian Summer” Curriculum Developer

The Smithsonian’s National Museum of the American Indian (NMAI) seeks a Curriculum Developer to create a guide for participants in the National Museum of the American Indian’s “Indian Summer” program. NMAI’s “Indian Summer” is a multi-session program designed to introduce children who attend local, non-profit camps to Native arts and cultures. The Curriculum Developer will be responsible for creating written materials to be sent to organizations in Lower Manhattan serving youth. The materials will stress the important role that Lower Manhattan and the New York City waterways have played in Native history. The guide will focus on information of local significance (i.e. that Broadway is an old Native trading route; the origins of “wall street” as a division between Native and European settlements). The Curriculum Developer will be responsible for writing, designing and printing the guide. The guide should be printed and delivered to the NMAI by July 1, 2009.

“Indian Summer” is a phased project that began in 2008 will run through the summer, 2010. The focus of the camps’ visits to the National Museum of the American Indian (NMAI) is the exhibit, *Beauty Surrounds Us*, located in the Diker Pavilion for Arts and Cultures. The intended goal of the first year was to host an 8-week program (July 7 – August 29) that attracted 30 youth/day. The second year will build on lessons learned from this summer and double the attendance.

The Curriculum Developer’s role will be implemented during the second year (summer, 2009) of the three year project. He or she will be responsible for writing, designing and printing an 8-page guide for camp groups that stress the important role that Native people played in Lower Manhattan history. The guide may also provide camp groups with looking activities that they can do on their own, when visiting the museum. Among the Curriculum Developer’s roles will be to:

- Research information about Lower Manhattan and the historic role that Native Americans played in the area. Specific attention should be paid to local landmarks such as Wall Street, Broadway, etc.
- Write a guide for a young audience (3rd – 6th grade reading level) about Native Americans in Lower Manhattan. Guide will be used by camp group leaders as pre- and post-visit lessons. Information should include: 1) the history of the GGHC and its collections; 2) the Native people of Lower Manhattan.
- Contractor will be responsible for graphic design of guide. Three design visions should be provided for consideration. Final selection will be made by the COTR in conjunction with members of the NMAI Education Department.
- Contractor will be responsible for all stages of production of the guide including providing finished design to the printing company and coordinating the print production of lessons. Contractor will be responsible for negotiating all aspects of printing, including, but not limited to, checking printing proofs, coordination and cost of printing.
- Contractor will provide disk with PDF version of guide for publication on NMAI’s website.
- Contractor will be responsible for all costs incurred for development, design and printing of production; travel, and all incurred expenses.
- Specs for guide are:

8-page guide

1000 copies
Two PMS colors throughout (proposals for Four color guides will be accepted)
Off-white paper
Paper stock must be at least 70#

The qualifications sought by the NMAI are:

- Excellent research skills
- Excellent writing skills
- Experience drafting lesson plans for elementary ages school children
- Excellent organizational skills. Ability to work independently and collaboratively.
- Sensitivity to Native perspectives regarding historical and contemporary events, art and culture. Special attention will be given to applicants with demonstrated familiarity with Native American arts and cultures and experience teaching about Native American art.
- Experience working with government-funded projects and related compliance requirements

The “Indian Summer” Curriculum Developer will commence in March 2009. Printed guides must be delivered to the NMAI no later than July 1, 2009. Interested individuals are invited to submit proposals that contain the following information:

- A) Experience and expertise:
 - a. Knowledge of Native American arts and cultures and experience writing lesson plans/guides/materials about Native Americans.
 - b. A history of experience researching materials and writing for youth.
 - c. Resume or cv
- B) Fee Requirements. Price quote should include all costs (writing, design, printing, photo rights and reproduction costs, etc.)
- C) Drafts of written work. Two or three lesson plans/written materials demonstrating knowledge of Native American art and culture will be given special attention.

Please note: Selected candidate will be required to enroll with the Central Contractor Registration (www.ccr.gov).

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