

**Hawai`i State Foundation on Culture and the Arts (HSFCA)
The Art Bento @ HiSAM Program - Administrative Support**

Goals and Objectives

This contract will provide administrative support necessary for implementing the Art Bento @ HiSAM Program.

The Hawai`i State Art Museum was established in 2002 to provide educational programming and intellectual access to the Art in Public Places (APP) Collection of the HSFCA. The Art Bento @ HiSAM Program is a standards-based museum outreach education program for O`ahu Department of Education (DOE) public and public charter school students Grades 2 – 6 and their teachers. The program provides multidisciplinary arts education using works of art from the APP collection on view at the museum as a catalyst for learning.

Minimum Qualifications

- 5 years' experience planning, coordinating, documenting, developing collateral for and evaluating multi-disciplinary standards-based art museum outreach education programs for grades 2 - 6
- 10 years experience working with each: 1. Hawai`i DOE administrators, teachers, systems and procedures and 2. Teaching Artists of all arts disciplines
- 10 years experience planning, coordinating and evaluating professional development programs for Teaching Artists, classroom teachers and museum presenters using ARTS FIRST common language and strategies
- 5 years experience with museum education outreach program design supporting Common Core State Standards and HCPS III Fine Arts Standards
- 5 years experience organizing and coordinating program application process and selection panel meetings
- 5 years experience in fiscal coordination for museum outreach education programs
- Oahu-based staff available for on-site meetings and occasional hands-on program assistance.

Tasks

Contractor will assist with the implementation of the HSFCA's Art Bento @ HiSAM Program by working in collaboration with the HSFCA Museum Educator to:

- Conceptualize program theme and strategies
- Monitor program quality and make changes to strengthen and improve the program
- Ensure that all scheduling for Art Bento museum activities works within the HSFCA calendar
- Develop informational, promotional, educational, and evaluation materials for the program
- Schedule, plan and implement ARTS FIRST-based training sessions for Art Bento staff (approximately 16 individuals per year)
- Design art museum education outreach program content that supports Common Core State Standards, HCPS III Fine Arts Standards
- Prepare materials for annual application launch and selection panel process; receive and summarize application materials and assist in panel facilitation
- Prepare draft budget for upcoming year
- Provide occasional on-site museum visit support (up to 10 mornings per school year)
- Maintain clear and regular communication with HSFCA staff; attend meetings as arranged or required

Contractor will work independently, with regularly scheduled reports to/meetings with HSFCA staff, to:

- Liaison/coordinate with schools
 - Liaison/coordinate with granted schools (approximately 14 - 16 per year/140 classes), teaching artists and museum guides (approximately 16 individuals per year) to schedule museum and classroom visits; coordinate for substitutes/change of dates as needed
 - Create email group of principals and school contacts
 - Prepare mail-outs to participant schools as needed
 - Conduct pre-visit orientation meetings with principals and participating teachers of granted schools (at the school)
 - Contract and make payments/purchase
 - Collect from each teaching artist, and keep on file, a Form W-9
 - Contract with the teaching artists and museum guides for services
 - Collect invoices and process all payments
 - Issue checks for each teaching artist and museum guide in timely fashion; issue 1099-misc. to each on a yearly basis; maintain confidentiality of personal information
 - Inventory and purchase supplies

- Provide program oversight/evaluation/documentation
 - Prepare orientation materials for staff and program participants
 - Document program (to include application pdfs, updated program data, projected and actual costs, photo/video presentations, deliverables from schools, lesson plans, work samples); Prepare and submit final report to HSFCA
 - Conduct program evaluation
 - Monitor that program activities and requirements are being completed; collect and file deliverables from program staff and participants
 - Oversee and document the professional development sessions for teachers of granted schools
 - Receive and process new applications and format/produce materials for selection panel; arrange for hospitality (refreshments, lunch as needed, reimbursement for parking/taxi)
 - Tabulate panelists' rankings and create spreadsheet with school rankings
 - Provide occasional on-site museum visit support (up to 10 mornings per school year)

- Deliverables
 - Liaison/school coordination
 - Schedules for school and museum visits one month after HSFCA contract start date
 - Contracting and payments/purchasing
 - Record of payments for contracted work by HSFCA contract end date
 - Record of other payments as required by HSFCA contract end date
 - Program oversight/evaluation/documentation

- Orientation packets for staff and program participants two weeks after HSFCA contract after HSFCA contract start date
- Distribute, collect and summarize evaluation forms from each teaching artist and classroom teacher by 2 weeks after the end date of each residency
- Digitized documentation portfolio to HSFCA by the contract end date (to include application pdfs, updated program data, projected and actual costs, photo/video presentations, deliverables from schools, lesson plans, work samples)
- Approved HSFCA contract final report 30 days after HSFCA contract end date
- Process new applications/prepare application spreadsheet and panelists' review packets
- Spreadsheet of new applications due one week application after due date; post-panel data and decision summary spreadsheet one week after selection review panel
- Track and report schools' compliance with program deliverables requirements one week before selection panel review meeting date

Budget

Proposed budget should identify the Administrative Support costs.

Evaluation

Each Offeror's solicitation will be evaluated as follows:

- Scope of Work – 45%
- Qualifications, Work Samples, Professional References – 45%
- Budget for Administrative Support – 10%

Required Completed Materials to Submit

- Cover Form.
- Scope of Work Form.
- Budget Form.
- Qualifications Form.
- Professional Reference Form.
- Work Samples (as PDFs)