

Statement of Work

Video Production Services

Introduction:

Smithsonian Enterprises (SE) is seeking an individual contractor with prior video production experience to provide social media video production services to Smithsonian Media.

Scope of Work:

The person awarded a contract (the “Contractor”) will provide all technical, professional, non-personal services necessary to provide video production services for Smithsonian Media, and the Contractor agrees to complete (the “Projects(s)”).

Statement of Work:

- A. To support the accurate and timely completion of 25-35 short (45-90 seconds), snappy vertical videos designed for distribution on social media, specifically Instagram. Each video will be considered a “Project.” Videos will be based off content appearing on Smithsonianmag.com on the topics of history, science, travel and culture.
- B. Each Project requires the contractor to pitch or receive project ideas, draft a video script, discuss edits with Media staff, edit and produce the video, source and catalog assets from approved stock vendors. This list must include each asset’s source, relevant rights information, required on screen credit and any associated costs. An asset list must accompany rough cut, fine cut, and final delivery of Project.
- C. Contractor will update the list to reflect any changes, including any additional materials or revisions in rights and costs at the Fine Cut stage of a Project. Include all related releases and proof of permission for the inclusion of stock footage and any other third-party materials.
 - a. Relevant assets, asset list and relevant releases to be uploaded to Dropbox upon completion of a Project.
 - b. Contractor will submit a Project-specific report, including an accurate and complete music cue sheet, detailing the title of each video produced and all licensed audio tracks used in each video.
 - c. Contractor will provide a detailed credit list that includes appropriate titles for all video footage, still images, and audio elements used in the Project. Deliver to SE at the Fine Cut stage of a Project.
- D. SE is not guaranteeing that a Contractor will receive a specific number of Projects. Contractor will produce as many Projects during the period of performance that fit within the SE budget.
- E. The number of hours required to complete each Project will vary according to the Project. SE is not guaranteeing that a Contractor will receive a specific number of hours per Project.
- F. The deadlines for the completion of each Project will vary but will be presented to the Contractor for their review prior to rendering their decision to undertake the project, or not.
- G. These projects may involve joining meetings with the SE Media team and will be scheduled on an ad-hoc basis during the period of performance. These projects will involve regular communication in an online messaging platform such as Slack.

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The Project will be assigned to the Contractor in the form of one or more emails. Rough cuts and Fine Cuts will be uploaded to Frame.io for comments. Completed deliverables will be delivered to SE in the form of a shared Dropbox account.

Period of Performance

SE intends to establish an agreement of 12 weeks, to begin on July 7, 2025, and end on September 26, 2025. The contractor will be expected to work 20 hours per week during standard business hours in the Eastern Time Zone. The distribution of weekly hours will be approved by the Contracting Officer's Technical Representative (COTR) or their designee at the onset of the period of performance. At SE's sole discretion, SE may exercise an option to extend the contract for additional 3 (three) month period.

Payment

Payments will be made based on receipt of required deliverables, review and approval of required work by the COTR, and receipt of approved invoice(s) as may be set forth in the executed contract. Total costs are not to exceed \$25,000. SE also anticipates paying expenses for research materials, phone calls and shipping costs, provided those expenses are approved by SE in advance. SE does not anticipate providing any separate reimbursement for travel or other expense costs.