

Commonwealth of Virginia

Personal Services Contract

This contract is entered into this [REDACTED] day of [REDACTED], by Nicole Ekanem, hereinafter called the “Service Provider”, and the Commonwealth of Virginia through the **Science Museum of Virginia**, hereinafter called the “Science Museum” or “Purchasing Agency”.

WITNESS that the Service Provider and the Purchasing Agency, in consideration of the mutual covenant promises and agreements herein contained, do agree as follows:

SCOPE OF CONTRACT: The Service Provider shall provide the goods/services to the Purchasing Agency as set forth in the contract documents.

Period of Performance: [REDACTED]

Compensation: \$1,000.00 per Calendar Month

Payment Terms: Net 14 Days after receipt of bimonthly invoices for \$500.00. Invoices shall specify dates of service (1st – 15th or 16th – 31st of the month) and provide a summary of the services that were performed. Service Provider shall email invoices to invoices@smv.org.

Services to be performed:

The Service Provider shall furnish all labor, talent, sources and summaries necessary to provide science content and written communications for Science Museum exhibits, social media content, and audio and visual programs.

The Service Provider must have extensive knowledge of Life Science concepts, research, and emerging topics of interest to a broad swath of Science Museum guests. Comprehensive working knowledge of scientific principles and current service developments is required. The Service Provider will be required to work closely with the staff scientist(s) to ensure that the developed copy, graphics, or otherwise is accurate and that the science being communicated is sound.

The Service Provider must strictly adhere to the established brand identity and always find clever, unexpected ways to make Life Science relevant to everyday life.

The Service Provider will:


- Contribute timely scientific content for use on social media and will translate that information into fun and relevant information for Science Museum social audiences.
- Contribute at least 2 Life Science-relevant “Question Your World” scripts per month, along with relevant and expanded blog entry for airing on VPM and Science Matters.
- Co-produce brand support videos aimed to further educate the public about key scientific principles or topics.
- Create content for at least 5 Science Museum exhibit experiences.
- Co-produce with staff scientist(s) and deliver live science show presentations at Science on Tap events.
- Create content to support Science Museum Education programming as needed.
- Contribute to monthly Creative Connections Team meetings.

The Service Provider should coordinate with Chief Scientist about deadlines and make appropriate work plans for researching, creating, and editing content.

The Personal Services Contract documents shall consist of this signed form.

The Science Museum of Virginia reserves the right to cancel all or part of this agreement at its discretion. The parties to this agreement acknowledge that the Service Provider is not an employee of the Science Museum of Virginia and he/she agrees to be responsible for any appropriate individual state and federal income taxes. This contract is subject to the provisions of the Commonwealth of Virginia Vendors Manual, including, without limitation, Sec. 7.15 pertaining to Claims, a copy of which is available for inspection at the Purchasing Agency.

SERVICE PROVIDER:

By: 
(Signature)

Nicole Ekanem
(Printed Name)

Address:



PURCHASING AGENCY:

By: 
(Signature)

RICHARD CONTI
Director

Science Museum of Virginia
2500 West Broad Street
Richmond, VA 23220