

THE SALMON RIVER FINE ARTS CENTER **INSTRUCTOR APPLICATION**

4848 N. Jefferson Street, Pulaski, N.Y. 13142 Phone: 315-298-7007

INSTRUCTOR INFORMATION

Name _____ Phone _____

Address _____ City _____

Zip Code _____ Email _____

Preferred days you would like to teach: Mon Tue Wed Thu Fri Sat Sun

Preferred times you would like to teach: Morning Afternoon Evening

Preferred time of year: Jan-Apr May – Aug Sept -Dec

WORKSHOP OR CLASS INFORMATION

Please check whether you are proposing to teach a workshop or class:

- A **Workshop** focuses on a specific area of learning and typically held in one to two days.
- A **Class** is a regularly scheduled meeting over a longer period of time. Usually, classes run a couple of hours one night a week for consecutive weeks. Classes are best for subjects that need more thought and time in between sessions.

Level: Beginner Intermediate Advanced No Experience Necessary All Levels

Prerequisites (if any): _____

Student Age Range: _____ Maximum Number of Students: _____ (minimum of 5 students required)

Proposed Date(s) of Class: _____ Day(s) of the week: _____ Time: _____

Workshop/Class Title _____

Class Description: *(Please attach image to use on social media and marketing)*

Required Materials and Cost:

Students should bring:

Additional Notes or Instructor comments:

Fees and Funding

Funding: We offer regular classes as well as classes that are partially funded by grants. The latter will require you to submit a lesson plan for grant approval. The use of grant funding helps make classes more affordable to the community. Scholarships are also available to students by application.

Instructor fees are \$35 per hour up to 3 hours, after which the rate changes to \$25 per hour. Once we get your estimate of material costs and length of the class, we can determine the class fee. The class fee is a combination of the instructor fee, the cost of materials and an additional fee to cover the cost of marketing and operating a class in the art center.

Material fees: Instructors are responsible for securing the appropriate supplies and materials for the class. However, the material list should be discussed with the art center before purchasing to determine what supplies, if any, the art center has for class use. Unique, upgrade and specialty materials may be offered to students at the time of class to be paid directly to the instructor.

Invoicing and Payment

To receive payment for class instruction, the instructor must submit the student class sign in sheet and receipts and/or an invoice for materials purchased or used for the class.

Cancellation and Class Policy

- **Minimum students:** The art center requires a minimum of 5 students per class. Instructor may raise the minimum number of students to help spread the fixed class costs, if needed.
- Note, pottery classes requiring a pottery wheel has a three student maximum since the center only has three potter's wheels.
- **Pre-registration and payment is required for all classes.**
- **Cancellation by the art center:** If the minimum enrollment is not met two days prior to the class, the class will be canceled.
- **The instructor may decide to hold the class if the minimum students are not met, but the center will automatically deduct the set operating fee from the instructor's payment.**
- **Refund policy:** No refunds will be given for missed classes. If a student is unable to attend they may transfer their registration to someone else to attend their class. Refunds will be given only if the art center cancels a class.

Responsibilities

Salmon River Arts Center will provide:

- Marketing efforts for events including listing on the website, promotion on Facebook, an emailed notice or newsletter, details and sign up posted in the gallery. Note all events will need to be finalized 4-6 weeks prior to the event for marketing.
- Registration of students for the workshop/class and collection of fees.
- Payment by check will be given to the instructor at the time of the class, or mailed to the instructor within 2 weeks of receipt of receiving the invoice for supplies, receipts and class sign in sheet.

Instructor Responsibilities:

- Provide class description and images for use on website and marketing material.
- Assist with marketing by sending to own mailing list.
- Leave classroom space and any common areas used clean.
- Confirm with art center two days prior to the class to ensure enrollment is met and discuss any details necessary.
- The instructor is responsible for submitting an invoice to receive reimbursement for any materials purchased.

Agreement

By your signature, you agree to the terms of all fees and payment as outlined in this document and grant the Salmon River Fine Art Center permission to use your photograph or photograph of your artwork in the routine promotion of its classes and activities.

Instructor's Signature: _____ Date _____

Approved by: _____ Date _____
Salmon River Fine Arts Center