

SALMON RIVER FINE ARTS CENTER

Instructor Contact Information

Name _____ Phone _____

Address _____ City _____

Zip Code _____ Email _____

Art Media you are interested in teaching

- | | | |
|--|--|--|
| <input type="checkbox"/> Ceramics | <input type="checkbox"/> Printmaking | <input type="checkbox"/> Sculpture |
| <input type="checkbox"/> Painting Oil | <input type="checkbox"/> Fiber | <input type="checkbox"/> Paper Arts |
| <input type="checkbox"/> Painting Acrylic | <input type="checkbox"/> Photography | <input type="checkbox"/> Assemblage |
| <input type="checkbox"/> Painting Watercolor | <input type="checkbox"/> Drawing/Fundamentals | <input type="checkbox"/> Stained Glass |
| <input type="checkbox"/> Jewelry | <input type="checkbox"/> Drawing/Figure & Portrait | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Leather | <input type="checkbox"/> Pastels | |

Age Group(s) you are interested in teaching

- Adults Teens Youth (5-12) Seniors

Programs you are interested in teaching

- Short Workshops (one day, 2-5 hours)
 Intensive workshops or camps (2-4 days/16+ hours)
 Classes (4-8 week sessions, i.e. pottery)
 Weekly classes (i.e. drawing, children classes)

Teaching Qualifications and Education/Degrees:

- BFA MFA BA MA Self-taught Teacher-Certification
 Other _____

Please include an artist Bio and image to use for marketing.

Preferred teaching times:

Preferred days: Mon Tue Wed Thu Fri Sat Sun

Preferred times: Morning Afternoon Evening

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

Fees and Funding

Funding: We offer classes and workshops that are either partially or sometimes fully funded by grants. This may dictate certain requirements, teaching fees as well as student fees. The use of grant funding helps make classes more affordable to the community. Scholarships are also available to students with financial hardships.

Instructor fees are typically \$35 per hour for instruction, but may vary based on the type of program, level of instruction or grant or budget requirements.

Material fees: Instructors must provide the material list and estimated cost for each class proposal. Instructors are responsible for ensuring all appropriate supplies and materials are supplied. Instructors should work with the education coordinator to order necessary supplies or secure tools and materials from the art center supply shelves. The Instructor may also submit a receipt or invoice for reimbursement for any necessary materials provided by the instructor.

SALMON RIVER FINE ARTS CENTER

Class fees: The class fee is a combination of the instructor fee, the cost of materials and any fees required for marketing and operating the class in the art center. The fee may be discounted based on applicable grant funding.

Invoicing and Payment: To receive payment for class instruction the instructor must complete this form and submit additional receipts or invoices for materials purchased for class use, if applicable. Payments are mailed at the end of each month, unless other prior arrangements are made.

Cancellation and Class Policy

- **Minimum students:** The art center requires a minimum of 3 students per class. In some cases, the minimum number of students may increase to help spread the fixed class costs. **Note, pottery classes requiring a pottery wheel have a Five-student maximum.**
- Student pre-registration and payment is required for all classes.
- **Cancellation:** If the minimum enrollment is not met two days prior to the class, the class will be canceled.
- **Refund policy:** Refunds will be given only if the art center cancels a class. 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.

Responsibilities

Salmon River Arts Center will:

- Promote via our website, Facebook, email or newsletter, as well as in the gallery. Note all events will need to be finalized 4-6 weeks prior to the event for marketing.
- Review the instructor material list and set aside or purchase supplies as needed.
- Handle registration of students for the workshop/class and collect fees.
- Email communication and any special instructions to students.
- Print a copy of the student roster for the instructor.
- Mail instructor check(s) at month end.
- Assist instructor with class set up and monitor the class as needed.

Instructor Responsibilities:

- Provide lesson description and image for each class or workshop for marketing purposes 4 weeks prior to class.
- Provide a list of materials and estimated cost for the class or per student.
- Provide invoice or receipts for supplies and fill out reimbursement form if applicable.
- Assist with marketing by sending notifications to your own mailing list or social media.
- Leave classroom space and any common areas used clean.
- Confirm with the art center two days prior to the class to ensure enrollment is met and discuss pending details.
- If teaching remotely, instructor must create a class link (or arrange to have one made with the education chair) and send to sr.fine.arts.ctr@gmail.com. The art center will communicate to registered students.

Agreement

By your signature, or electronic return, 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 _____