

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 _____

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, 2-6 hours)
 Intensive workshops or camps (2-4 days/16 hours)
 Classes (4-8 week sessions)
 Weekly classes (i.e. drawing, children classes)

Teaching Qualifications and Education/Degrees:

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

Please include 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 partially funded by grants and certain restrictions and requirements may apply. 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 during workshops. Instructors holding open studio time and classes will have an agreed upon adjusted fee based on the particular class requirements and level of instruction. YAE instructors receive \$25 per class hour with ½ hour prep time. *(Fees are subject to change based on grants and budget)*

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. The Instructor will be reimbursed for all required materials with the submission of receipts or an invoice.

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Class fees: 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. The fee may be reduced based on applicable grant funding.

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. Payments mailed at the end of each month, unless other arrangements are made.

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 Five-student maximum.
- **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.
- **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:

- 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.
- Handle registration of students for the workshop/class and collect fees.
- Email communication and instructions to students for virtual classes.
- Mail instructor check at month end.

Instructor Responsibilities:

- Provide description, lesson plan and image for each proposed class or workshop.
- Provide list of materials and estimated cost for the class or per student.
- Provide invoice or receipts for supplies, and attach to class roster.
- 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.
- If remote, set up and email link to sr.fine.arts.ctr@gmail.com for communication 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 _____