



## Information for Submission of Class Proposal

**To be considered please fill out the following Class Proposal form and send to Director of Education:**

Elizabeth Swick, Quincy Art Center, 1515 Jersey St., Quincy, IL 62301, or email to [eswick@quincyartcenter.org](mailto:eswick@quincyartcenter.org).

Thank you for your interest in being an Independent Contractor Instructor (instructor) for the Quincy Art Center (The Art Center). Our mission is to provide opportunities for growth and appreciation of the visual fine arts through exhibitions and programs in our community.

Anyone with personal or professional expertise in a particular subject of art may be considered to teach a workshop or class, however, preference will be given to instructors having a degree in art, education, or equivalent artistic/teaching experience.

Instructors are encouraged to develop courses that:

- Emphasize fine art curriculum, including art history.
- Incorporate class activities in our two art galleries.
- Explore innovative themes.
- Investigate new mediums.
- Encourage field trips, special visitors, and cross-curricular activities.

### **Proposal Review Process:**

Completed Class Proposal Forms will be reviewed by The Art Center's Programs & Services Committee. The Class Proposal Form is not a contract for scheduled instruction time. If the Class Proposal Form is approved, Instructor will be given an INdependent Contractor Agreement to review and sign.

### **Marketing:**

The Art Center will facilitate all marketing and student registration. The Art Center will make every effort to fill classes.

Images help draw attention and provide future students with a better idea of what the class will be.

Help us represent your class as accurately as possible by including with your proposal:

- At least 2 images of in-progress or complete projects similar to or the same as ones that will be done in this class along with a brief description of the images.
- A summary of the class that provides as much detail as possible for us to answer questions that students or parents may ask about the content of the class (i.e. skill level required, ability needed, project dimensions, materials used)

**Registration/Enrollment:**

The Art Center suggests a minimum of 5 students and maximum of 15 students, however Instructors may set their minimum and maximum to what they feel comfortable with. Classes that do not meet their minimum number of students may be cancelled. The Art Center will notify instructors two (2) business days prior to the class of enrollment status. There is no compensation for classes canceled due to low enrollment.

**General Instructor Information:**

Instructors are expected to conduct themselves in a professional manner. Expectations are outlined in the Studio Guidelines and the Code of Conduct Standards for Interacting with Youth for Instructors.

*Compensation:* Compensation for instructors will be agreed to and set forth in the Independent Contractor Agreement.

*Class Fees:* Class fees are determined by the Art Center.

*Building Access:* Instructors will have access to The Art Center studio 30 minutes before class and 30 minutes after class. Instructors will not be given a key to the Art Center. All Instructors must enter through the main double doors on the east side of building and check in with the front desk. Students will be given access to the studio 15 minutes before class unless otherwise noted by Instructor.

**New Instructors:** in addition to the following form, please include

- A short biography and/or resume with references.
- Digital images/ portfolio of personal artwork and past student work if available.
  - You may e-mail digital images to Dir. of Education, or send a CD.
- You may be contacted by The Art Center to discuss your proposed class.
- All new instructors interested in teaching a class at The Art Center are encouraged to come tour our galleries (no scheduled time needed but view website for gallery hours) or studio (scheduled time needed with Director of Education).

**Art Center Marketing**

- The Art Center is a small, non-profit organization. We work within our means and capabilities to promote classes.



- The Art center will promote approved classes in its regular print materials, e-newsletters, and within its social media calendar. The Art Center may edit class descriptions for content and length.
- The Art Center will promote approved classes with photos. If the instructor does not provide photos, the Art Center may use an image from its inventor to represent the given class description.

### **Supplies & Equipment:**

Instructors are responsible for providing their own materials and supplies.

The Art Center allows use of some studio equipment (if properly trained or certified) and limited studio supplies (on hand in the studio) but does not guarantee availability of studio supplies.

### **Online Classes:**

Instructors who wish to lead a Class through online platforms are welcome. The Art Center is equipped with an online classroom, however, instructors may lead online courses through their home if properly set up to provide online instruction in a meaningful way to meet the needs of the Class proposed. Online classes require creation of art kits containing the materials for students to use for the duration of the class. Preparations time for art kits is not paid and must be factored into Independent Contract Agreement.

### **Home Studio Classes:**

Instructor's home studio may be used for Class instruction with agreement of the Director of Education.

### **Availability:**

*Closed:* The Art Center is closed during the following days, classes can not be scheduled during these days: All Sundays, New Years Eve, New Years Day, Martin Luther King Jr. Day, Good Friday, Easter Sunday, Memorial Day, July 4th, Labor Day, Columbus Day/Indigineous People's Day, Day before Thanksgiving, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day - New Years Eve.

*Hours of Operation:* Times available to teach are Monday - Friday: 9 am - 8 pm and Saturday 9 am - 4 pm

*Summer Art Camp:* Kids summer art camp is scheduled for one week (Monday - Thursday) for a total of four days. Morning session runs from 9 - 11 am and Afternoon



Session runs from 1 - 3 pm. There are no classes scheduled the week of July 4th (week before if on a weekend).

**Course Dates and Proposal Deadlines:**

*Winter Quarter:* January - March Deadline October 15

*Spring Quarter:* April - June Deadline January 15 (1st half of summer art camp)

*Summer Quarter:* July - September Deadline April 15 (2nd half of summer art camp)

*Fall Quarter:* October - December Deadline July 15

Deadlines are set to allow appropriate review time and marketing time in conjunction with our Quarterly Mailer. Submissions past the deadline may get pushed to the next available quarter.



**Class Proposal Form**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Preferred way of contact:** \_\_\_\_\_

**Course Content:**

**Course Title:** \_\_\_\_\_

**Course Description:** Please be as specific as possible. Use back if needed. The Art Center Marketing team will use this description to write a short blurb about the class to be used for marketing on the website and in the quarterly mailer and social media posts.



**Age Level:** Circle all that apply.

Preschool   K - 3rd Grade   4th - 8th Grade   High School   Adult (18+)

**Experience Level:** Circle

Beginner   Intermediate   Advanced   No Experience Necessary   All Levels

**Prerequisites (if any):** \_\_\_\_\_

**Enrollment:**

**Minimum number of Students:** \_\_\_\_\_ **Maximum Number of Students:** \_\_\_\_\_

**Schedule:** View *Availability* listed above.

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Day(s) of the Week:** \_\_\_\_\_

**Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Number of Class Meetings:** \_\_\_\_\_ **Number of Class Hours:** \_\_\_\_\_

**Proposed Locations/Methods:**

**Art Center Studio:** \_\_\_\_\_ **Home Studio:** \_\_\_\_\_ **Other:** \_\_\_\_\_ **On-Line:** \_\_\_\_\_

I understand that this is a proposal form and not a contract for scheduled instruction time.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date