



Instructor's Proposal Form for Adult Workshops and Classes

Thank you for your interest in being an instructor for the Quincy Art Center. Our mission is to educate the public by promoting the growth and appreciation of the visual arts through exhibitions and programs. Anyone with personal or professional expertise in a particular subject of art may be considered to teach an adult workshop or class. To be considered please fill out the following form. If you are applying for the first time, please attach a short biography and/or resume. Instructor pay is explained in detail at the end of the form. When all necessary information is received your proposal will be reviewed. The instructor will be contacted on the proposal's status of approval. When a proposal is approved the QAC will begin the marketing process.

Please print or type. Send to:

Jennifer Teter, Quincy Art Center, 1515 Jersey St., Quincy, IL 62301,
via 217-223-6950 (fax) or jteter@quincyartcenter.org. For questions call 217-223-5900.

CONTACT INFORMATION		
Name:		
Address:		
City:	State:	Zip:
Daytime Telephone Number:		
Cell Phone Number:		
Email Address:		
WORKSHOP OR CLASS (check one)		
<input type="checkbox"/> A Workshop is a meeting of a very limited time frame focused very tightly in one area of learning. Most commonly over consecutive days, usually weekends.		
<input type="checkbox"/> A Class is a regularly scheduled session over a longer period of time. Usually, classes run one night a week for consecutive weeks for a couple of hours. Classes are best for subjects that need more thought and pondering between meetings.		
Title of Workshop or Class:		
Level (circle):		
Beginner	Intermediate	Advanced No Experience Necessary All Levels
Prerequisites (if any):		
Maximum Number of Students: (QAC's minimum is 5 students*.)		



QUINCY
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Supplies (check one):

- Students will not need supplies.
- Instructor will provide supplies. Students should pay \$_____ to the instructor at the first meeting.
- QAC will provide supplies and charge a material fee at registration. Attach list.
- Students should bring their own supplies. Attach list.

Description of Workshop or Class: (Please be as specific as possible)

PROPOSED DATES AND TIMES

Please avoid holidays. You can find our online schedules at www.quincyartcenter.org.

Location (circle): General Studio Clay Studio Print Studio
Conference Room Sinnock Gallery Stephenson Gallery

Start Date: _____ **End Date:** _____

Day(s) of the Week: _____ **Number of Meetings:** _____

Start Time: _____ **End Time:** _____

At what time will you need building access to prepare?

At what time do you predict to be finished with the room? We request that the room be left as you found it.

QAC EQUIPMENT AND SERVICES NEEDED (check all that applies)

Contact Jennifer Teter at 217-223-5900 for specific art studio equipment available.

<input type="checkbox"/> Digital Projector, Screen, Laptop	<input type="checkbox"/> Etching Press	<input type="checkbox"/> Heat Press (in top floor)
	<input type="checkbox"/> Pottery Wheels	<input type="checkbox"/> Easels
<input type="checkbox"/> CD Player	<input type="checkbox"/> Chairs in Gallery#	Other:
<input type="checkbox"/> Photocopies #	<input type="checkbox"/> Tables in Gallery #	
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Mat Cutter (in top floor)	



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Photo Consent: By your signature, you agree that the Quincy Art Center may use your photograph or photograph of your artwork in the routine promotion of its classes and activities and for other non-commercial applications.

New Instructors: Please attach a short biography and resume. If you are proposing a studio workshop or class for the first time please include digital images of personal artwork. You may e-mail digital images to jteter@quincyartcenter.org or send a CD.

Enrollment: We will notify instructors 2 business days prior to the workshop or class of enrollment. If the enrollment meets the 5 student minimum the workshop or class will take place. *If a workshop or class is less than 2 hours in total length the minimum of students is 8.

Instructor Pay: All instructors teaching workshops or classes for adults are paid in the following manner, except those on contract through Quincy Art Center's special programs. If a workshop or class is less than 2 hours in total length the instructor will receive \$24 per contact hour. If a workshop or class is 2 hours or more in total length instructors will receive 60% of the revenue from attending students. The Quincy Art Center will receive 40% of the revenue from attending students to cover facility, administrative and marketing costs. Students are charged at a rate of \$8.00 per hour for an adult workshop or class. Supplies are not included in this cost. Members receive a \$5 discount on adult workshops and classes that does not affect the instructor pay.

I have read and agree to the above terms and conditions of this proposal form. I understand that this is a proposal form and not a contract.

SIGNATURE

DATE

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