



Instructor Proposal Form for Children's Classes and Workshops

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 a children's class or workshop. 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. All instructors, both new and continuing, must complete the following form for each proposal. Instructor pay is \$20 per contact hour for classes. Instructor pay is \$30 per contact hour for intensive Holiday workshops. 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, Fax 217-223-6950 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. Holiday themed workshops are always popular.											
<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. Classes are best for subjects that need more thought and pondering between meetings.											
Consider focusing a class or workshop on a subject related to an exhibit on display. You can find our exhibit schedule online at www.quincyartcenter.org .											
Class Title:											
Grade Level (circle all that apply):											
You and Me: Preschool				Preschool (potty trained)				Kindergarden			
1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th
Prerequisites (if any):											



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Enrollment: We will notify instructors 2 business days prior to the workshop or class of enrollment. If the enrollment meets the 7 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.

Maximum Number of Students is : _____ **Minimum Number of Students is 7***

Art Supplies:

We try to keep our registration fees for children very affordable. We charge \$7 per hour of instruction. The QAC will receive 40% of the revenue from attending students to cover facility, administrative and marketing costs. Children's art supplies are stored in our education supply closet. A small budget for additional supplies may be available depending on class enrollment. We usually have general art supplies such as paper, glue, scissors, fabric, yarn, clay, glaze, brushes, water based paints, mono-printmaking supplies, and much more.

Please list ALL materials needed for this proposal:

If you are wanting art supplies that is beyond budget students may be charged an additional material fee.

Optional

_____ Instructor will provide supplies. Students should pay \$_____ to QAC at registration and QAC will reimburse the instructor.

Snack:

If a workshop or class runs over an hour or is after school the instructor should provide a snack for the children. Snacks are stored in a tote in the studio.

Playtime:

During appropriate weather we encourage our instructors of classes that are over an hour to incorporate a short play time for our youngest students if time allows.

PROPOSED DATES AND TIMES

Start Date:

End Date:

Day(s) of the Week:

Number of Meetings:

Start Time:

End Time:

Total Class Time Hours:



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At what time will you need building access to prepare?		
At what time do you predict to be finished with the studio? We request that the studio 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"/> Projection Screen	<input type="checkbox"/> Etching Press	<input type="checkbox"/> Heat Press
<input type="checkbox"/> Microphone (only in Stephenson Gallery)	<input type="checkbox"/> Pottery Wheels (9)	<input type="checkbox"/> Easels
<input type="checkbox"/> CD Player	<input type="checkbox"/> digital projector	Other:
<input type="checkbox"/> Photocopies #		
<input type="checkbox"/> Kitchen:	<input type="checkbox"/> Mat Cutter	
Description of Workshop or Class: (Please be as specific as possible)		

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. Photos are important for marketing so if you have examples of projects for this proposal please e-mail digital images to jteter@quincyartcenter.org or send a CD.

New Instructors: Please attach a short biography and resume. Please include digital images of personal artwork. You may e-mail digital images to jteter@quincyartcenter.org or send a CD.

I have read and agree to the above terms and conditions of this proposal form.

SIGNATURE

DATE