

QuincyArtCenter

Instructor's Art Camp 2017 Proposal Form

DEADLINE for Review: February 1, 2017

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 children's Art Camp classes. To be considered, please fill out this form. If you are applying for the first time, please attach a short biography and/or resume. Instructors plan their own class theme and projects. When all necessary information is received your proposal will be reviewed. The instructor will be contacted on the proposal's status of approval. If your proposal is approved class time slots are assigned on a first come first serve basis. When a proposal is approved the QAC will begin the marketing process. Art Camp Instructor positions pay \$20 per hour which includes ½ hour prep and ½ hour clean up due to the compact nature of the schedule. Paychecks are dispersed every other week.

Send to: Steven Stoll, Quincy Art Center, 1515 Jersey St., Quincy, IL 62301, via 217-223-6950 (fax) or [sstoll@quincyartcenter.org](mailto:ssoll@quincyartcenter.org). For questions call 217-223-5900.

CONTACT INFORMATION

Name:

Address:

City:

State:

Zip:

Phone Number:

Email Address:

ART SUPPLIES & CLASS BUDGET

Art Supplies: We try to keep our registration fees for children very affordable at \$7 per class hour. Children's art supplies are stored in our education supply closet and throughout the studio. It is advised that you visit the art supplies available before requesting the order of additional supplies. We supply general art supplies such as paper, glue, scissors, fabric, yarn, clay, glaze, brushes, water-based paints, printmaking supplies and much more.

Class Budget: This year we need to purchase as little as possible for two reasons; to stay within our fiscal budget and to use as much of the over abundant supplies already on hand. Please visit and 'shop' the storage of art supplies to plan your class projects to help us use as much as possible already in house. You may request a special purchase but do so as soon as possible so that your request can be considered.

Snack & Activity Time: Each class time should incorporate a 15 - 20 minute snack & activity time. During appropriate weather we encourage our instructors to take the children outside into the park out front. Snacks are stored in a bin in the studio. Outside toys are available. Instructors are in charge of the Snack & Activity Time each day.

Class Enhancement: Special consideration will be given to proposals that incorporate class activities in our two art galleries, field trips, special visitors, art history, cross-curricular, and innovative themes.

Student Gallery: Instructors are encouraged to display their student artwork during the class week and to invite parents to a reception during the last 15 minutes of the last class meeting. Please request special snacks and help from the Director of Education.

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SCHEDULING	
Please choose the week and Morning or Afternoon for each class proposed. Feel free to offer classes in both Morning and Afternoons. Fill out a form (Page 2) for each proposal.	
Week 1 June 12-15, 2017	Week 4 July 3 – 7 (no class 4th), 2017
Week 2 June 19-22, 2017	Week 5 July 10-13, 2017
Week 3 June 26-29, 2017	Week 6 July 17-20, 2017
Week 7 July 24-27, 2017	Week 8 Aug 31-Aug 3, 2017
Morning Schedule, Monday - Thursday 8:30 – 9 a.m. Prep time 9 – 11:00 a.m. Class time 11:00 – 11:30 Clean Up Student Fee = \$60 Instructor Pay = \$240	Afternoon Schedule, Monday - Thursday 12:30 – 1 p.m. Prep time 1 – 4 p.m. Class time 4 – 4:30 p.m. Clean Up Student Fee = \$90 Instructor Pay = \$320
CLASS PROPOSAL	
Week _____ Morning or Afternoon (circle) Other: _____	
Class Title:	
Grade Level: (circle one category) Grade level reflects grade just completed. Please know that we plan to offer fewer classes for 4th – 8th Grade this year as these classes are harder to fill. Preschool (potty trained) Kindergarden – 1st 2nd – 3rd Grade 4th – 8th Grade	
Enrollment: Current enrollment can be checked online with google drive through a link you will be sent via email. We will notify instructors <u>five business days</u> prior to the class of enrollment. If the enrollment meets the 7 student minimum the class will take place. The class maximum is 10 students. Classes may be canceled due to low enrollment!	
Class Title and Description: (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. I have read and agree to the above terms and conditions of this proposal form.

SIGNATURE

DATE