



Class Proposal Form

Thank you for your interest in being an instructor for the Quincy 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 have 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.
- Use standard supplies - QAC keeps a well-stocked studio which instructors are welcome to use. Special purchases will be made at the discretion of QAC.

Proposal Review Process: Completed proposals will be reviewed by the QAC Education Committee. Upon review, instructors will be notified of course status. Accepted courses/instructors will be awarded an instructor contract.

Marketing/Registration/Enrollment: QAC will facilitate all marketing and student registration. QAC will make every effort to fill classes. Please note, classes have a 5 student minimum. Classes that do not meet this minimum may be cancelled. QAC will notify instructors 2 business days prior to the class of enrollment status. Instructors may check enrollment online; contact QAC for viewing instructions.

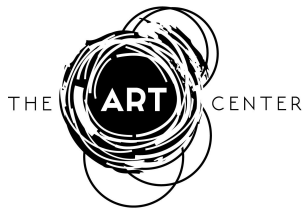
General Instructor Information: Instructors are expected to conduct themselves in a professional manner; expectations will be outlined in instructor contract. Compensation for instructors, except those on contract through Quincy Art Center's special programs, begins at \$24 per hour. For classes that exceed 5 students, instructors are compensated at 60% of class registration fees, increasing instructor hourly compensation. (Detailed pay scale available upon request.) Instructors are expected to arrive 30 minutes before class, and stay 30 minutes after class. This prep and clean up time is compensated at \$24 per hour rate. There is no compensation for classes canceled due to low enrollment.

To be considered please fill out the following form and send to:

Kayla Obert, Quincy Art Center, 1515 Jersey St., Quincy, IL 62301,
via 217-223-6950 (fax) or kobert@quincyartcenter.org. For questions call QAC at 217-223-5900.

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

1. A short biography and/or resume with references.
2. Digital images/ portfolio of personal artwork. You may e-mail digital images to kobert@quincyartcenter.org or send a CD.
3. You may be contacted by QAC for a brief interview.



Class Proposal Form

Course Dates	Proposal Due
Jan-March	Nov 1
April-June (includes all Art Camp courses)	Feb 1
July-Sept	May 1
Oct-Dec	Aug 1

CONTACT INFORMATION:

Name:

Address:

City:

State:

Zip:

Daytime Phone Number:

Cell Phone Number:

Email Address:

COURSE CONTENT:

Course Title:

Course Description: (Please be as specific as possible)

Age Level: (Circle all that apply) Grade level reflects grade just completed.

(Childrens Classes: Art camp is divided PreK/ K-1/ 2-3/ 4-8. Other classes are PreK/ K-3/ 4-8)

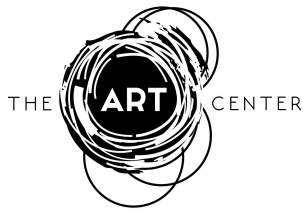
(Adult classes: please indicate if teens may take your course)

Preschool Kindergarden 1st 2nd 3rd 4th – 8th Teen (15-18) Adult (18+)

Experience Level (circle):

Beginner Intermediate Advanced No Experience Necessary All Levels

Prerequisites (if any):



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Maximum Number of Students: (QAC's minimum is 5 students.) _____

PROPOSED SCHEDULE: Please avoid holidays.

Workshop or Class

Start Date:

End Date:

Day(s) of the Week:

Number of Meetings:

Start Time:

End Time:

Art Camp

Week Preferred: (circle one)

Week 1 June 11th-14th

Week 4 July 2nd-3rd & 5th & 6th

Week 7 July 23rd-26th

Week 2 June 18th-21st

Week 5 July 9th-12th

Week 8 July 30-Aug. 2nd

Week 3 June 25th-28th

Week 6 July 16th-19th

Time: (circle one)

Morning Schedule, Monday - Thursday

8:30 – 9 a.m. Prep time

9 – 11:00 a.m. Class time

11:00 – 11:30 Clean Up

Afternoon Schedule, Monday - Thursday

12:30 – 1 p.m. Prep time

1 – 4 p.m. Class time

4 – 4:30 p.m. Clean Up

SUPPLIES & EQUIPMENT:

Supplies: (check one)

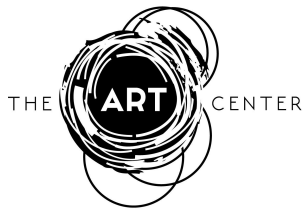
___ Children's Course: will use standard studio supplies provided by QAC.

___ Children's Course: will use special supplies purchased by QAC. (Instructor must provide supply list to QAC for approval.)

___ Adult Course: will use special supplies purchased by QAC. (This will add a material fee to course. Instructor must provide supply list to QAC.)

___ Adult Course: will use supplies as provided by Instructor. (Students should pay \$_____ to the instructor at the first meeting.)

___ Adult Course: Students should bring their own supplies. (Instructor must provide supply list. Include online/local resources and pricing.)



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Equipment: (check all that apply)

Most commonly used equipment is listed below. Contact Kayla Obert at 217-223-5900 for additional equipment needs.

- | | |
|--|---|
| <input type="checkbox"/> Easels # _____ | <input type="checkbox"/> Photocopier Access |
| <input type="checkbox"/> Digital Projector and Projection Screen
(please provide your own laptop) | <input type="checkbox"/> Digital Camera |
| <input type="checkbox"/> iPads (10 available) | <input type="checkbox"/> Kitchen Access |

SPECIAL REQUESTS:

Setup/Clean up: QAC will assign the appropriate location for your class or workshop. Location will be reserved 30 min before and after class for set up and clean up. If you need additional time, please check here.

Yes, I need additional time. (Please give details below)

Other: Please note any other needs here.

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