

**Application to instruct at The Art Store**

www.prescottartstore.com

(928)443-0749

contact@prescottartstore.com

Your name: \_\_\_\_\_ date: \_\_\_\_\_

Class title/idea: \_\_\_\_\_

Telephone #: \_\_\_\_\_ email: \_\_\_\_\_

The Art Store is continually seeking motivated instructors to instruct art classes in many subjects and mediums. We're looking for inspired and socially connected individuals to bring their creative influence to students of all ages and backgrounds. Ideally we will work together to have high enrollment and an enthusiastic student base. The variety of classes available and 4 week terms should make it easy for our students to take multiple sessions from multiple instructors. Our instructors must have creative lesson plans, a good grasp of the media they propose to instruct, and most of all be willing to commit to teaching for at least four weeks at a time without interruption.

Availability of the studio is on a first come, first serve basis. Time slots are 1 to 4 mainly but morning class time slots can be from 10 to 12. Workshops are normally from 10am to 4pm with a one hour lunch break. These workshops are only offered on the 5<sup>th</sup> consecutive day of the 5<sup>th</sup> week. For example if there are 5 weeks in the month, the last few days in the 5<sup>th</sup> week are the available workshop days.

**Instructor requirements:**

Please provide us with a lesson idea or plan. Be as creative as you want, we are looking for the basics and beyond! All mediums and formats will be considered.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tell us a little bit about your past experience as an instructor (it's ok if you don't have any)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you consider your class for Beginners, Intermediate, Advanced, or all three?

\_\_\_\_\_

Do you have any special equipment, furniture, water or other requirements for your class?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please attach and email a basic supply list that your students will need. Instructors who utilize supplies that The Art Store carries will be preferred.

Please attach a brief artist biography or statement for yourself.

## INSTRUCTOR FAQ'S

**Tell me about the space:** \*We provide an art studio that can accommodate up to 8 students (depending on media). Working easels, tables, and seating are available for student and instructor use. A digital projector is available for audio/video presentations as well (computer not provided). Running water and restroom facilities are available in the store for student use.

Art lessons in an art supply store provide convenience and inspirational opportunities for students and instructors alike. All students and instructors get a special discount of 15% every day on non-sale items. It's our way of thanking you for getting involved in the arts at The Art Store. Please do not encourage students to buy online. You are teaching in a retailer's studio. ***Encouraging online purchasing from a competitor's website will be an immediate dismissal.***

The Art Store will provide a room, tables, chairs and easels for your classes. Supplies are readily available for your students to purchase and we can cater our supply offering to your specific instructional needs (give us at least 6 weeks notice if you need us to special order supplies for your particular class).

**When can I teach?** \*See our scheduler online if possible. Any classes and workshops are planned 60 days ahead to allow advertising.

**Who maintains the classroom?** \*Our classroom facilities are operated by The Art Store. We will do our utmost to provide outstanding service for you and your students. Our employees provide room and easel maintenance on a general basis. Please be sure to notify us immediately of any problems you may have with the maintenance of the room. **Each instructor is required to do their own set up and clean up of the room for their own class during their allotted 3 hours.** It's a good opportunity to teach your students about the realities of studio work, so involve them in helping you set up and clean up too!

**How often will I be paid?** \*Instructors are paid monthly, typically the normal teaching day of each month following your first month of instruction. Our pay rates are competitive with institutionalized learning, without the educational or professional requirements usually expected of instructors in other settings.

**How will people find out about my class?** \* We currently advertize all of our classes on facebook as well as our website and newsletter Window signage informs the public about current classes. **We will do everything we can to attract students to your class, but you are strongly encouraged to invite everyone you possibly can to your classes. There is no advertizing that works better than your own word-of-mouth among your personal connections.**