



## Call for Instructors

**\*\*Please note the deadline for proposals is 3/30/15\*\***

We are looking for instructors to teach any range of visual techniques (painting, photography, pen & ink, mixed media, etc), performing arts (dance techniques, improv, spoken word, etc) as well as artist development (writing an Artist Statement, how-to-frame, 'where to find inspiration', etc). You can instruct beginners or those with more experience. So think about the skills and knowledge you have ... be creative! You never know what someone else wants to learn from you!

These workshops will follow DRA's standard workshop process:

- \* All workshops will take place at the gallery or on DRA property.
- \* Registration AND payment must be received in order to secure space in any workshop.
- \* All workshops will have a minimum and maximum student number identified.
- \* If a workshop does not have a minimum number of students registered (and paid) within 3 days of the workshop, the instructor will have the option to cancel.
- \* Participants will pay a workshop fee PLUS either pay a supplies fee or bring supplies for each workshop.
- \* Instructors will be paid 70% of the workshop fee received from students for that workshop and 100% of the supplies fee charged to students.

**Name \***

First Name

Last Name

**Address**

Street Address

Street Address Line 2

City

State / Province

Postal / Zip Code

**Phone Number \*** - 

Area Code

Phone Number

**E-mail \*****Website (if applicable)****Short Bio \*****General Availability and Preferences**

The information you provide here is just a starting point. Any actual workshop scheduling will be done at a later date through email. Indicate in the section below what kind of schedule best suits the workshop you envision.

*(Multi-part workshops tend not to work as well with this compressed schedule so please contact the Programs Director at [Programs@TheDelRayArtisans.org](mailto:Programs@TheDelRayArtisans.org) for alternative workshop scheduling)*

**Please check all that apply:****Please indicate when you would like to teach**

- Weekday (Monday - Friday)  
 Weekend (Saturday - Sunday)

**Class time preferences**

- Morning (9am - 12pm)  
 Afternoon (1pm - 5pm)  
 Evening (6pm - 10pm)

# Workshop Worksheet

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**Workshop Title: (May be edited for marketing purposes) \***

**This workshop is designed for:**

- Beginning artists
- Intermediate/Advanced artists
- Both

**Have you presented this workshop before?**

**While building the schedule, we plan on allotting 1.5 hours set-up/take-down time before and after each workshop. Excluding this, what is the length of your workshop from start to finish? Please choose an option from below: \***

- 2 hours
- 2.5 hours
- 3 hours
- 3.5 hours
- 4 hours

**Describe your workshop and some activities participants will execute during your workshop. \***

**Please list 2-3 learning outcomes that will enable participants to use the knowledge provided in your workshop to enhance their art. \***

**Indicate what participants walk away with at the end of the workshop. Check all that apply. \***

- A finished (or near-finished) product
- Physical things to use in a future art piece
- A new skill/concept

**The gallery has supplies that you will be able to use, please check all that will be necessary for your class: \***

- Chairs
- Tables
- Flipcharts
- Computer Projector
- DVD Player/Laptop
- Speakers

### **A note about supplies and fees...**

To reduce confusion and inconsistency among all parties involved, it will be the responsibility of each instructor to purchase all necessary supplies for the students. Please come up with an appropriate supplies fee per student so that you can get fully reimbursed for your purchases. Upon registration, students will be charged this 'supplies fee' and you will get 100% of those fees back to you. If there is any reason you feel a strong need to have students bring something of their own, please inform us and we will discuss details.

**Cost Per Student \***

**Minimum # of Students \***

**Maximum # of Students**

**Ideal # of Students**

**30% to Gallery \***

**Payment to Instructor \***

**Is payment to instructor acceptable to you? \***  Yes  No

**Any further questions, comments, or concerns:**

Thank you for submitting your workshop idea!

We look forward to working with you.

Submit