

Instructor Form

GROSSE POINTE ART CENTER, 16900 KERCHEVAL, GROSSE POINTE, MI 48230

www.grossepointeartcenter.org gpaa@grossepointeartcenter.org 313.821.1848

PLEASE PRINT CLEARLY

Name _____

Email: (PRINT CLEARLY) _____

Cell: _____ Home: _____ Work _____

Address: _____

Social Security Number: _____

Teaching Experience: *I have an updated resume/bio on file in the GPACenter:* _____yes _____no (please provide, if no)

Describe teaching experience: _____

Classes you would like to teach

Instructors must realize all classes are scheduled with the Education Committee and Board Approval. All classes are subject to coordination of the total schedule. Once you have indicated a preferred time, every effort will be made to accommodate you. You will be notified of the final schedule, subject to your approval. At the time of your approval, the schedule will then be advertised and no changes are made. Be aware of final submission dates.

___ **Summer 2010 (either classes, camps or workshops)**

___ **Fall 2010**

___ **Winter 2010/2011**

Time (circle): 10-12noon 12:30 – 3:30 4 – 7PM 7:30 – 9:30PM

Day (circle) Monday Tuesday Wednesday Thursday Friday Saturday

YOUR CLASS DESCRIPTION:

1. TITLE: _____

Day: _____ Time: _____

Age of Students (check): Child _____ Teen _____ Adult _____

Supplies needed: _____

Please provide a list if multiple items are to be purchased by the student.

Description of class: (2-3 sentences)

2. TITLE: _____

Day: _____ Time: _____

Age of Students (check): Child _____ Teen _____ Adult _____

Supplies needed: _____

Description of class: (2-3 sentences)

PHOTOGRAPHY RELEASE

The undersigned acknowledges that the Grosse Pointe Art Center (GPAC) might want to use a photograph of the teacher or the student artwork for publication and advertisement of classes. The undersigned warrants that the GPAC have the right to reuse, publish and republish photography. The undersigned further grants GPAC full and total permission to use their name, biographical description, portrait and likenesses in any form for any reproduction or multimedia/press use now and in the future.

_____ YES, I will allow the above photographic stipulations _____ NO, I will not allow for any photos to be used

LIABILITY

The undersigned understands that the GPAC are not responsible for the artwork, supplies, injury or tools being used while on the GPAC premises.

MEMBER OF GPAA: The Grosse Pointe Artists Association wishes to place teachers within their programming that are full members of the association and follow their mission statement. Please make sure you are a current member.

I am currently a member of the Grosse Pointe Artists Association and support the Mission of the GPAA: _____ YES

The mission of the GPAA Arts Education is to reconnect children and adults with their natural artistic instincts by promoting fine arts processes, utilizing emerging and professional artists as teachers, and enhancing community arts education. Accessing the Ah Hah! factor in one's imagination is the vision of GPAA's arts education.

PAYMENT, AND COLLECTION OF TUITION AND FEES:

The GPACenter will collect and handle the tuition/fees prior to the beginning of class. If paid during class, the instructor can collect checks made payable to GPAC. Visa and MasterCard are acceptable, not American Express. All supply fees can be paid directly to instructor, but if included with tuition, will be completely reimbursed to instructor. The GPACenter Director, on an individual basis, decides all instructor payment. **Instructors are responsible for claiming the payment on their own IRS tax returns.**

STUDENT INFORMATION:

The GPACenter requires names& contact information for all students (forms provided). Instructors are responsible for behavior of students while attending art classes. We will attempt to have at least 6 students and no more than 12 per class.

GALLERY SPACE:

The gallery is the classroom. The GPACenter will provide drop cloths, tables, chairs, table lights, with some easels available. All trash is dumped into containers, tables wiped clean and used water & other containers cleaned and put away. Limited storage is available, check with director. Take time to clean up before your class has ended. The Director's time can't be engaged in cleaning for your class. Incoming classes will be waiting to utilize their own instruction time.

PUBLICATION AND ADVERTISEMENT OF CLASSES:

Publication of schedules are made through email " IContact"t list, Jim Dozier's email, The Detroit.com, The Grosse Pointe News, The Grosse Pointe Times, The Grosse Pointe Park Communicator, Great Stuff To Do ArtServe website. PLEASE ADVERTISE YOUR OWN CLASS SCHEDULE AS MUCH AS YOU CAN to build up your own student following.

CANCELLATION:

If you must cancel a class due to any circumstance whether it be illness or too few students signed up, the communication must come directly from you to the students and done so with no later than 48 hours prior to the 1st class date and time.

I have read the above statements and agree to the stipulations.

Signature _____ Date: _____ PRINT NAME _____