

Muskoka Arts & Crafts Inc.

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HOW TO APPLY TO TEACH A WORKSHOP

Do you have an artistic skill that you would like to share with others? Are you interested in teaching seniors, adults, youth or children? Muskoka Arts & Crafts is looking for instructors who can teach workshops in a variety of different media and topics. Classes may be designed for beginners that facilitate them to get their creative fingers wet by learning how to make something as well as for intermediate to advanced students that may be theoretical with hands-on exercises to learn concepts and techniques. Courses can be held during the day or evening. They can range from half day, full day up to one-week intensives. Morning, afternoon or evening times may be scheduled.

To submit a proposal, please include all of the following information:

WORKSHOP DESCRIPTION

- An outline of your workshop that describes what the participants will learn and do.
- The skill level this workshop is suitable for – beginner, intermediate or experienced.
- Workshop title.
- Dates and times for your workshop. Please include a first choice and a second choice.
- Three to five professional quality photographs of your art or the artwork the participants will complete during the class. One or two images that are approximately 1920 pixels wide by 1080 pixels high or 19.2" high by 10.8" wide at 100 dpi. These images will be used for promotion on Facebook. Other photographs may be horizontal or vertical. Save all images as maximum quality.
- If the student is to bring materials, provide a detailed material list.
- If the student is purchasing materials from you, provide a detailed list of materials provided and the price of materials.
- Are handouts available for the students? You are responsible for duplicating and providing enough handouts for your students.
- Location of the workshop – the Chapel Gallery, your studio or another location. The booking of any other facility is the responsibility of Muskoka Arts & Crafts.
- The maximum number of students you can teach.
- The number of business days you must be notified should a workshop have to be cancelled due to low enrolment.

COMPENSATION

- Your wage for the entire workshop. Please note that Muskoka Arts & Crafts does not pay instructors on a per student basis.
- If you require HST on your instructor fee, provide your HST number.

INFORMATION ABOUT YOU

- Your resume including relevant work and teaching experiences and/or your biography.
- If you have given workshops in Muskoka, provide a list of where and what you have taught.

INSTRUCTOR'S RESPONSIBILITIES

WORKSHOP ADMINISTRATION

The instructor will provide Muskoka Arts & Crafts with all the required information by the date requested.

PROFESSIONALISM

When teaching workshops through Muskoka Arts & Crafts, instructors are representatives of the organization. As an ambassador for Muskoka Arts & Crafts, instructors are expected to conduct themselves in a manner that upholds the organization's standards of excellence. The instructors will:

- Adhere to the workshop outline that was approved and advertised.
- Allow sufficient time to set-up for the workshop and clean-up afterward.
- Begin the workshop on time.
- Be organized and well prepared to teach the workshop.
- Clearly explain topics and ideas.
- Demonstrate a current knowledge of the subject.
- Be responsive to the different learning needs of the class.
- Be respectful of the diversity of the class and the variety of backgrounds people have regarding gender, ethnicity, background and religion for example.
- To be present throughout the workshop and not to take any unscheduled breaks
- Be supportive and encouraging of all students by providing feedback that helps the students learn.

PROMOTION OF WORKSHOPS

In addition to the promotion by Muskoka Arts & Crafts, the instructor is encouraged to increase the public awareness of their workshop. The instructor may produce and distribute their own posters and handouts; however, Muskoka Arts & Crafts must first approve all such material.

HOUSEKEEPING

At the end of the workshop, the workshop room should be left clean and tidy with the tables and chairs returned to their original position.

BUILDING SECURITY

For workshops taking place outside of gallery/office hours, the instructor will be provided with keys, an alarm code and instructions for unlocking and locking the Chapel Gallery. It is the instructor's responsibility to ensure that the building is properly opened and upon exiting, correctly secured. Please refer to the handout, Rules for Using the Chapel Gallery, which will be issued when you sign for the building keys.

IF YOU HAVE TO CANCEL YOUR WORKSHOP

In the event an instructor must cancel a workshop, a minimum of five working days is required. Exceptions are made for health or compassionate reasons.

MISCELLANEOUS

When the workshop is booked, the instructor agrees to the terms and conditions of teaching with Muskoka Arts & Crafts.

MUSKOKA ARTS & CRAFTS' RESPONSIBILITIES

PROMOTION OF WORKSHOPS

Muskoka Arts & Crafts will promote the workshops to its members through the monthly newsletter, to the members of the community who have signed up to receive messages from the organization, local newspapers, public service announcements, on social media and any other means deemed appropriate by the organization.

REGISTRATION OF STUDENTS

Muskoka Arts & Crafts will register students and collect the workshop fees. For material fees, the students will pay the instructor on the first day of the workshop. If required, students will be given a material list upon registration.

FACILITIES

Workshops are held at the Chapel Gallery's workshop room (located in the basement). When necessary, workshops may also be held in the instructor's studio or another facility within Muskoka. The booking of any other facility is the responsibility of Muskoka Arts & Crafts.

The workshop room is 30' long and 22' wide with usable space that is 24' long and 22' wide. It is equipped with 14 tables, 48 chairs, fridge, coffee maker, kettle, microwave, a wall mounted projection screen and a digital projector. There are four windows with light darkening blinds.

Two washrooms are located in the basement, one with a deep sink.

A driveway leads to the back door that has one-step up into the basement. A ramp is intended to be built in 2019 to aid those people with mobility concerns. One parking spot is available near the backdoor. Muskoka Arts & Crafts is asking the Town of Bracebridge to sign this as an accessible parking space. The main parking lot is located at the front of the Chapel Gallery.



WORKSHOP EVALUATION FORMS

At the end of each workshop, participants will be asked to complete a Workshop Evaluation Form that will be used to plan future programming and to provide constructive assessment to the instructors when for planning upcoming workshops.

COMPENSATION

Please note that payment to teachers is issued by cheque and may take up to 10 business days to process after the class is finished.

WORKSHOP CANCELLATION

Muskoka Arts & Crafts reserves the right to cancel workshops with low enrolment. If the minimum enrolment for a workshop is not met, the instructor will be contacted and informed of the total amount of fees collected. At this point, the instructor may choose to teach the workshop for the fees collected or opt to cancel the workshop.

HOW TO APPLY

Please send your workshop proposal to Linda Crossthwaite, Administrative Assistant at admin@muskokaartsandcrafts.com or info@muskokaartsandcrafts.com, call 705-645-5501 or mail to Muskoka Arts & Crafts, Box 376, Bracebridge, ON P1L 1T7.