

Muskoka Arts & Crafts Inc.

Location: 15 King Street, Bracebridge, Ontario, P1L 1H4
Mailing Address: Box 376, Bracebridge, Ontario, P1L 1T7
705-645-5501

admin@muskokaartsandcrafts.com ■ www.muskokaartsandcrafts.com

WORKSHOP CALL FOR INTEREST

Workshops can cover a vast array of 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 the concepts and techniques being presented. Courses can be held during the day, evening as well as one or two day weekend workshops to one-week intensives.

HOW TO APPLY

To submit a proposal, please include the following:

WORKSHOP DESCRIPTION

- An outline of your program that describes what workshop participants will be learning and doing in your workshop.
- The skill level this workshop suitable for – beginner, intermediate or experienced.
- Workshop title.
- Dates and times for your workshop. Please include a first choice and a second choice.
- If applicable, a photograph of the artwork the participants that represents what the participants will complete during the class. This will be used to help promote your workshop. Please note that all photographs should be of professional quality and suitable for print media.
- Does the student provide any materials? If yes, please include a list of materials. If the student will be purchasing a material kit from you, please list the materials and price of the kit. All material fees are payable directly to the instructor at the start of the workshop by the participants.
- Handouts. Are handouts available for the students? Please note, you are responsible for duplicating and providing enough handouts for your class.
- Location of the workshop – the Chapel Gallery, your studio or a specified outdoor location.
- The minimum and maximum number of participants your workshop can accommodate.

COMPENSATION

- Your wage for the entire workshop.

INFORMATION ABOUT YOU

- Your resume including relevant work and teaching experiences and/or your biography.
- A photograph of you or a photograph of you at work as well as an image of your art. This will be used to help promote your workshop. Please note that all photographs should be of professional quality suitable for print media.

WORKSHOP CANCELLATION

Muskoka Arts & Crafts reserves the right to cancel workshops with low enrolment. Please indicate the number of days/weeks needed should a cancellation be required. 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 amount of fees collected or opt to cancel the workshop.

MUSKOKA ARTS & CRAFTS' RESPONSIBILITIES

PROMOTION OF WORKSHOPS

Muskoka Arts & Crafts will promote the workshops through its monthly newsletter, website, local newspapers (when available), to people on the organization's email list and on social media platforms.

REGISTRATION OF STUDENTS

Muskoka Arts & Crafts will register students and collect their workshop fees. When required, students will be given a material list upon registration.

FACILITIES

Workshops are held at the Chapel Gallery in the 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 equipped with 14 tables and 48 chairs, fridge, coffee maker, kettle, projection screen and a digital projector.

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 assessments to the instructors for planning their upcoming workshops.

COMPENSATION

Please note that payment to teachers is issued by cheque and may take up to two weeks after the class is finished.

INSTRUCTOR'S RESPONSIBILITIES

WORKSHOP ADMINISTRATION

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

PROFESSIONALISM

When teaching workshops at the Chapel Gallery, instructors are representatives of Muskoka Arts & Crafts. As an ambassador for the organization, 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 and end 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 people within the class
- be respectful of the diversity of the class and the variety of backgrounds people have regarding gender, ethnicity, faith and different points of view
- to be present throughout the workshop and to not 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, all such material must first be approved by Muskoka Arts & Crafts.

HOUSEKEEPING

At the end of the workshop room should be left in a clean and tidy manner.

BUILDING SECURITY

For workshops taking place outside of gallery/office hours, the instructor will be provided with keys and instructions for unlocking and locking the Chapel Gallery. It is the responsibility of the instructor to properly unlock and lock the building.

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.

HOW TO APPLY

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

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