



Updated: 11/15/2024

Board Reviewed & Approved: 5/8/2024

GUIDELINES FOR INSTRUCTORS

The Plateau Creative Arts Center (PCAC) regularly engages instructors, both In-House and Guest, to conduct art classes for its memberships and guests. Proposals for teaching a class should be directed to the Art Guild Creative Development Coordinator, Dale Soblo at dalesobloart@gmail.com. These guidelines should be followed when developing proposals for teaching at the Art Guild.

Classes are typically 3 hours, however multi day classes are also popular. The fee structure for classes is outlined below.

1. It is up to the instructor to charge class fees that are appropriate for their specific class & include the supply costs in the class fee. The PCAC commission is \$15 for members and \$30 for non-members.
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2. **Example:** Instructor wants \$50 + \$10 for materials = \$60 class fee + \$15 (commission) = \$75/student for members. For nonmembers the commission is \$30 so the total for the same class is \$90/student.
3. The PCAC will add the appropriate commission to the instructors class fee.

Smorgasbord classes are special 2 hour classes. Instructors must provide all materials for these classes and the fee structure is set at \$25 for members and \$30 for nonmembers. The commission paid to PCAC is \$10 for both members and nonmembers. So instructors will receive \$15/ student for members and \$20 /student for nonmembers.

Remittance - Checks are now being done by *Bilyeu CPA Group*. The checks will be cut at the end of each month. For questions regarding payment, contact Treasurer, Robin Duckro at pcacartguild@gmail.com or 931-707-7249.

Proposals to teach a class Eight (8) weeks prior to scheduled class date, instructors provide the following information to the Creative Development Coordinator.

- a. Instructor's full name, email, address, and phone number.
- b. Sample photo (digital) of instructor's work (minimum 300 DPI).
- c. Short biography (education, teaching experience, awards, preferred subject/media).
- d. Title, content outline of class (objectives, student benefits, etc.)
- e. Expected or required student skills.
- f. Supply list. What supplies students need to bring and what supplies will the instructor provide.
- g. Instructor fee and supply fee (PCAC will add the commission).

- h. Minimum/maximum class size.
- i. The 8 week deadline is crucial for publicity.

PCAC Hours of Operation. The hours for the PCAC are from 9:00 a.m. – 4:00 p.m. during the months of April-Dec 23. The winter hours are 10:00 a.m. – 2:00 p.m. during the months of Dec 24 – March 31, Monday-Saturday. Closed on Sundays and holidays.

Scheduling Classes. Classes may be conducted consecutively Tuesday through Saturday, 9:00 a.m.-4:00 p.m. (including the shortened winter hours 10:00 a.m.-2:00 p.m.) while the PCAC is open. Classes are from 9:00 a.m. – 12:00 p.m.; 1:00 p.m. – 4:00 p.m. Specific class scheduling is arranged between the Coordinator of Creative Development and the instructor. Off-duty facilities access for instructors is arranged on a case-by-case basis.

Additional Supplies. Supplies that are or may be directly related to the class subject matter may be available in the PCAC Studio. Contact the Studio Manager before using the supplies in the Studio.

Class Survey. Instructors provide each class student a *SURVEY FORM* to be filled out and collected at the final class session. Return completed surveys to the blue binder by the PCAC Host's desk.

Class Cancellation. In the event a class must be canceled or rescheduled, the instructor notifies the PCAC Host (931-707-7249), the Coordinator of Creative Development by E-mail and all students. Use a copy of the *Class Enrollment List* for student contact information. The *Class Enrollment List* is kept at the front host desk in the class's notebook. Questions regarding cancellations and/or attendance should be directed to the Coordinator of Creative Development.

Studio Set-Up. Instructors are responsible for arranging the layout of chairs, tables, table covers (in utility closet), easels, boards, lighting equipment, materials, and supplies prior to class.

Coffee Maker. The kitchen coffee maker is available for use; must be cleaned upon class session completion and encourages donations into the jar on the counter.

Clean up. Instructors return all items in appropriate storage areas, clean sink, counter, table tops/covers, floor, and place trash in appropriate baskets (recycle items).

- Follow the guidelines posted in the studio for the disposal of waste paint.
- Brooms and dustpans are in the corner utility closet and in the kitchen
- Small waste baskets, when filled, may be emptied into a large, pull-cart waste container. Fresh waste bags are kept under the kitchen sink.