



Thank you for your offer to teach in our art education program, and for your interest in getting more involved. As a busy, dynamic art center, we certainly rely on and welcome learning about potential new teachers and course offerings.

Information needed by Program Director & Committee to create a class:

1. A description of the class
2. A bio/resume for the instructor
3. Images of your work (Please submit .jpeg or .png only, up to 5 images total, with each file up to 2MB in size, and we prefer images 16:9 in ratio, landscape orientation for best promotion of work. Consider sending multiple images so we can best promote your work, ie: images of you teaching, headshot or portrait, images of you doing your art, images of the art itself, etc.)
4. Available and ideal dates—season/days/times
5. Materials list and cost of materials (we typically ask instructors to purchase materials and we will reimburse you for them, this way the cost of materials is folded into the class cost rather than an additional charge. We can discuss alternatives if students will be required to purchase materials).
6. Location at Waterfall Arts. We have 4 main studios—print, clay, photography, and glass. We also have 4 rentable rooms: the Clifford Gallery (often not available if we have an exhibition installed), Gallery North, Bridge Studio, and the Dance Annex. If you are not familiar with our facility, please request a tour to discuss the best option for your particular class needs.
7. Ages—is this class for adults or children or both? Specify age range (usually 15+ for adults or under 18 with a caregiver, 18 and up, etc)
8. Hourly rate (starting at \$30 p/hr, based on experience)
9. Teaching references. Please supply 2 references for us to contact. If you are new to teaching, we can discuss an alternative plan.

As you may know, Waterfall Arts has many different art classes being offered with varying frequency throughout the year and even over several years, depending on many factors. Based on the topic, medium and student response, some instructors return repeatedly, and some instructors are invited one time to share a unique art experience.

Please know that the program development process takes time; we try to determine class offerings at least six-nine months in advance, and our volunteer program committee and staff make all decisions on classes and instructors. Standardly, we ask to see resumes, history of teaching experience, and work images. If you have not included these already in your inquiry please send them. The committee will keep your information on file for consideration when planning future programming.

Please send your programming proposal to Waterfall Arts Program Director, Amy Tingle, at programs@waterfallarts.org.

Again, we thank you so much for your interest.