

Art Downtown Class Instruction Information & Application

Thank you for your interest to instruct at Art Downtown! We strive to offer the community various avenues for art appreciation, and our instructors play a large part in reaching that goal. As a professional organization, we expect instructors to relay their methods and techniques professionally, and to follow Guild rules and requirements at all times.

SEASONS

The Guild offers classes to the public during the four seasons, which run as:

Winter Class Schedule – December, January, February

Spring Class Schedule – March, April, May

Summer Class Schedule – June, July, August

Fall Class Schedule – September, October, November

CLASS/WORKSHOP LENGTH

Courses can run as one-day workshops, or multiple week classes. This is completely up to the instructor and depends on the amount of time needed for the skills/class level.

PAYMENT

Instructors with Guild membership receive 70% of the class/workshop fee, and non-Guild members receive 60%. Payments are made to the Hanover Area Arts Guild. Instructors will be paid when all students have paid in full. The instructor is responsible for making sure participants pay and to notify the Guild when they are ready to be paid. Instructors may add a fee for materials provided which would be collected by the instructor, or hand out a supply list to each student to purchase their own supplies.

DIRECTIONS FOR APPLYING

Please fill out the following form. Once completed, drop off at the gallery or send an email to classes@hanoverareaarts.com notifying that you've applied to instruct. Resumes and samples are highly recommended. The Board will review the information and you'll be notified about your application.

REQUIRED CLEARANCES

If your class is geared toward or open to persons under 18, you will need to have Child Abuse and Criminal History clearances from the state in order to instruct. For liability reasons, there's no exception to this. These clearances are not necessary for adult-only classes. To obtain documents and receive more information regarding background checks, please visit <https://www.compass.state.pa.us/cwis/public/home>

For more information about classes, send emails to classes@hanoverareaarts.com or call 717-632-2521.

You are responsible for cleaning up after your class, we all share the space so please be kind.

Class Instructor Application Form

Complete one form for each class or workshop you wish to instruct.

1. First & Last Name

2. Phone Number

3. Email Address

4. Are you looking to teach a workshop or a class?

(Workshops are for one day. Classes run for multiple sessions.)

5. What's the title of your class/workshop?

6. Describe your class in a few sentences.

7. What age range is your class/workshop geared toward?

(All Ages, Ages 5-12, Ages 13+, Ages 18+, etc.)

8. How many sessions will your class include?

(if only doing workshop, skip question)

9. If you want to repeat your class or workshop, specify here.

10. Specify any dates, days of the week, and/or times you are available.

11. Specify any dates, days of the week, and/or time you are unavailable.

12. If you have a preferred date and time, specify below.

(Due to scheduling multiple instructors, preferred dates cannot be guaranteed)

13. How many hours per session will your workshop/class be?

14. What's the minimum and maximum attendance?

15. How much do you plan to charge for Guild members and non-members?

(Instructors receive 60-70% of entire class fee – please adjust accordingly.

Classes/workshops must offer Guild members a discount)

16. List below materials and supplies needed for your class.

(Class materials are supplied by the instructor or those taking the class)

17. Do you have prior experience teaching classes?

(If so, list those experiences below)
