

# Studio School Instructor Information Packet

## About The Studio School

The Studio School at Annmarie Garden is dedicated to celebrating human creativity in the arts by providing quality instruction and creative art-making experiences in a professional studio atmosphere and beautiful wooded setting. From classical and traditional techniques, to cutting edge and innovative media, to experimental and introductory fun, the studio school offers something for everyone.

Instruction in drawing, painting, sculpture, printmaking, ceramics, and wearable art are offered. Special workshops in glass, book arts, papermaking, jewelry, mixed media, literary arts, and art history/appreciation are also held. Additional therapeutic Garden programs, such as yoga or facilitated drumming circles, meditative walking, and more are also welcome as long as they utilize an artful approach. The Studio School seeks instructors for adult classes, children's classes, and family programs.

The Studio School operates with three semesters: Spring (February-May), Summer (June-August), and Fall (September-December). Class sizes are kept small with a limit of up to 15 students. This number may vary depending on the classroom and equipment needs. Participants must register and pay in advance, at which time they will receive materials lists and any supplemental information.

## Instructor Information

**Qualifications--** Annmarie Garden seeks art instructors with teaching experience and professional art experience. The ideal candidate has both. All parties interested in teaching must submit a CLASS PROPOSAL FORM and resume with a small portfolio. Instructors are approved by the AMG staff. Studio School instructors should be vibrant, energetic, open-minded, and should encourage creative experimentation within a medium. The goal is not just to teach someone "how to" use a medium, but to inspire him/her to continue to push the boundaries when they leave the studio school.

**Payment--** Instructors are paid an Instructor's Fee for each class. Upon submission of class proposals, instructors are to indicate an INSTRUCTOR'S FEE REQUEST—the total amount

that they wish to be paid for the proposed class. AMG administrative staff will review these fee requests and approve or decline the request. Studio School Instructor's Fees are competitive with other arts and recreational facilities. Approved fees are also determined by reviews of the instructor's resume/portfolio, experience, etc. AMG staff will work with each instructor to ensure he/she is fairly compensated. This fee will be paid to the instructor at the end of the class. Instructors checks will be processed and mailed upon the completion of their class (or at the end of a series). Please allow 2-3 weeks for receipt of payment.

**Class Prices--** AMG sets the cost of each class at a comfortable price point for our visitors. Instructors are asked to indicate a Suggested Class Price on the proposal form. AMG staff will take these suggestions into account when determining the final price for each class.

**Class Cancellations—**AMG reserves the right to cancel a class due to low enrollment, inclement weather, or any other arising factors. In the event of a cancelled class, instructors will not be paid. If an instructor cancels a class, he/she will not be paid the Instructor's Fee. AMG sets the minimum number of students for each class.

**Low Enrollment--** Classes will be held with a minimum number of students determined by AMG. Instructors are paid the set Instructor's Fee for each class taught, regardless of the number of students who sign up.

**Materials --** AMG does not supply materials for art classes. AMG does not reimburse Instructors for supplies. Instructors must develop a materials list for their students OR request a materials fee from each student. Materials fees will be due to the instructor on the first day of class. Materials fees must be in line with the actual cost of the supplies. Instructors must attach materials list or materials fee to the proposal form. Instructors choosing to request a materials fee must also include an itemized list of materials to be provided .

**Assistants—**All instructors and assistants must be approved by AMG. Assistants will not be compensated by AMG.

**Children's Instructors—**All Instructors teaching children 18-under will be subject to a background check. Children's instructors will also be required to turn in lesson plans with subject matter- materials and techniques used in each class.

## To Propose a Class/Course

1. Complete a Class Proposal Form, which may be found on the website, [www.annmariegarden.org](http://www.annmariegarden.org), under the GET INVOLVED heading. You may also request one through email by contacting [gardenprograms@chesapeake.net](mailto:gardenprograms@chesapeake.net). Remember to include the Instructor's fee request and suggested class price. Incomplete forms will not be considered.
2. Attach a materials list, or materials fee with itemized list of supplies.
3. Attach a working resume and short artist's statement.
4. Attach a digital portfolio, complete with 4-6 digital photos (JPEGS ONLY) of your most recent work. These digital files may be burned onto a CD or emailed to [gardenprograms@chesapeake.net](mailto:gardenprograms@chesapeake.net) with the subject heading "STUDIO SCHOOL PORTFOLIO, (your name)."
5. Send all materials via email to [gardenprograms@chesapeake.net](mailto:gardenprograms@chesapeake.net) or mail all materials to **Studio School, Annamarie Garden, PO Box 99, Dowell, MD 20629.**

## When to Propose a Class

The Studio School accepts class proposals during the following times:

<b>Spring Semester</b>	(Feb-May)	submit proposals <b>no later than December 15</b>
<b>Summer Camps for kids</b>	(June-Aug)	submit proposals <b>no later than February 15</b>
<b>Summer Semester</b>	(June- Aug)	submit proposals <b>no later than March 1</b>
<b>Fall Semester</b>	(Sept- Dec)	submit proposals <b>no later than July 1</b>

## Questions? For More Information

Contact Jaimie Jeffrey, Program & Education Coordinator

[gardenprograms@chesapeake.net](mailto:gardenprograms@chesapeake.net)

410.326.4640

# Studio School Class Proposal Form

Please mail complete proposals to Studio School, Annmarie Garden, PO Box 99, Dowell, MD 20629, or email to [gardenprograms@chesapeake.net](mailto:gardenprograms@chesapeake.net).

## CLASS INFORMATION

Class Title \_\_\_\_\_

Instructor \_\_\_\_\_

Class Description \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proposed Date(s) \_\_\_\_\_ Proposed Times \_\_\_\_\_

Target Audience: For children, indicate age group. For adults, simply indicate adult. \_\_\_\_\_

**Instructor's FEE REQUEST:** Please indicate your requested fee for teaching the class \_\_\_\_\_

Suggested Maximum Class size \_\_\_\_\_ Suggested Cost per student \_\_\_\_\_

**Materials List:** If you will require students to bring their own materials, please attach a detailed Materials list, complete with recommended brands and online sources for ordering.

**OR**

**Materials Fee** \_\_\_\_\_ If you are requiring a materials fee from your students, please attach an itemized list of the materials they can expect to receive.

Equipment Needed \_\_\_\_\_

\_\_\_\_\_

## INSTRUCTOR INFORMATION

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

**All proposals are subject to review. Applicants will be contacted via phone or email for further discussion.**

**HAVE YOU INCLUDED...** Completed proposal form, resume, artist statement, digital portfolio, and materials list?