

Teaching Contract between Teaching Artist and The Arts, Hancock County

➤ This contract is to be completed after your proposal has been accepted.

Contract between Teaching Artist _____ (Instructor) and **The Arts, Hancock County** (The Arts)

Title of Workshop: _____

Workshop Date: _____

Time: _____

Location address: The Arts, Hancock County 405 Blaize Ave, Bay St Louis MS 39520

Contact Representative of The Arts, Hancock County:

Name:

Phone:

Email:

Fees

Instructor is responsible for negotiating with The Arts on setting the workshop fee that will include 30% commission to The Arts.

The Arts agrees to collect student fees and to pay the **Instructor** 70% of these fees as teaching fee.

The **Instructor** requires a minimum of _____ students and a maximum of _____.

If the minimum is not reached by _____ **DAYS PRIOR TO CLASS**, the **Instructor** will be contacted and may decide to teach with fewer than the minimum, or cancel class.

Fee for materials provided by **Instructor** to be collected by **Instructor** on first day of workshop. **The Arts** will inform students of this fee upon enrollment and students will pay instructor on day of class.

\$_____per Student

Sales: Instructor's work may be available for sale. **Instructor** will not promote these items in class nor will she/he spend class time selling them. **The Arts** will not expect to collect commission on sales unless prior arrangement is made.

Supplies and Equipment that The Arts can supply:

Limited easels, 6' tables, chairs, sink, retractable extension cords

Instructor will provide:

1. Workshop Description, Instructor BIO and Publicity Photos (at least one). Student materials list (to be sent by **The Arts** to the students on enrollment). Must be submitted by instructor at least one month prior to class start.
2. Set up list for studio –tables, etc.
3. **Instructor** will coordinate a planning session with **Staff** from **The Arts**
4. **Instructor** agrees to market workshop on Social Media and other available advertising venues.
5. **Instructor** agrees to submit to a background check if working with children age 17 or younger.

The **Instructor** is working as an independent contractor and not an employee of **The Arts, Hancock County** and is therefore responsible for all insurance (worker's comp, unemployment, etc.) and all payroll related taxes. The Instructor will complete a W9 form prior to class start.

The **Arts, Hancock County** will:

1. Provide a clean, well-lit facility with tables, chairs, refrigerator, Wi-Fi, and reasonable access to the facility for class setup.
2. Assist in the coordination and scheduling of program activities in communication with instructor.
3. Assist in the marketing of workshop which will include (at least) email (with Instructor provided information), social media posts on FB and our website, and in local electronic newsletter (The Shoofly).
4. Accommodate at least one meeting between **Staff** and **Instructor**
5. Try to have at least one staff member present in the building during all workshop sessions
6. Inform the Instructor of changes to **The Art's** schedule which may result in cancelled or rescheduled classes **at least 14 days prior to workshop start.**

Cancellations: Contracts between **The Arts** and the **Instructor** require that either party give a minimum of 14 days notice if the Workshop is to be cancelled or dates changes.

If illness, accident, or serious family emergency prevents **Instructor** from teaching, it is agreed that this contract shall be null and void, and there shall be no claim for damage by either party.

Please print and sign two copies, keeping one for yourself and returning one to The Arts, Hancock County. You may also scan and email to hancockarts@gmail.com.

Instructor _____

Print Name _____

Date

Address:

Phone:

Email:

The Arts, Hancock County: _____

Printed Name and Title _____

Date: