

**Venice Art Center**

**390 S. Nokomis Ave Venice FL 34285**

**Tel 941-485-7136 Fax 941-484-4361**

[www.veniceartcenter.com](http://www.veniceartcenter.com)

**mary@veniceartcenter.com**

**Application for Instructional Position**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Website \_\_\_\_\_

Phone Numbers \_\_\_\_\_

Email \_\_\_\_\_

Describe Your Class

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Please give a brief statement of your teaching / art experience and attach your bio

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Days & times available

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*Please email or return to Venice Art Center along with Biography, website and photographs of your work.*

*Your application will be reviewed, and you will be called for an appointment.*



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## 2019-20 Independent Contractor Agreement for Instructors

**Instructors: Please keep a copy of this contract for your records.**

1. We require all instructors to be a member of the Venice Art Center, Inc. (VAC). VAC Membership must be valid a minimum of one month prior to the start of any scheduled class.
2. VAC requests that all instructors display work in our sales gallery. It is a great advertisement for your classes. We also ask that you display work on the Teachers wall.
3. The following forms are required to be signed, dated and returned to VAC along with application or class request: Application, Biography, Form W-9, Material List, signed Independent Contractor Agreement.
4. **Class cancellations: "Classes where students purchase additional supplies"**- It is the responsibility of the instructor to check in with a staff member, (not a volunteer) **one week** ahead of your first class date to see how many students have enrolled and confirm class size. The class will be cancelled if enrollment is below the pre-determined minimum class size amount. **Instructors will have to teach the class if the minimum students are enrolled and if they did not check in the time specified.**
5. **Class cancellations: "Classes where supplies are included"** - **The instructor must call at least three days prior to the class start date.** It is the responsibility of the instructor to check in with a staff member, (not a volunteer) **three days** ahead of your first class date to see how many students have enrolled and confirm class size. The class will be cancelled if enrollment is below the pre-determined minimum class size amount. **Instructors will have to teach the class if the minimum students a and if they did not check in the time specified.** Cancelling classes at the last minute has had a negative impact on the instructors, as well as the integrity of the center.
6. Arrive a minimum of 15 minutes early for your class to make sure the classroom is "set up appropriately" prior to the arrival of your students. It is critical for children's classes that an adult teacher be present in the room supervising all children's classes. If this rule is not followed, it jeopardizes the wellbeing of the VAC, and instructors will not be allowed to teach the following season. We take the safety of our patrons very seriously. If help is needed with the set-up, please ask the Operations Manager or Front Desk Manager and they will direct a staff person to assist you. Please do not ask our maintenance crew directly.
7. Teachers and students are responsible for leaving their classrooms in a neat and orderly manner. All equipment should be placed back in the proper storage location. All garbage should be in the trash cans. The room should be in an orderly condition with tables cleaned off. Please use paper to protect tables. Please ask your students to help clean their work areas. All easel tops must be reattached if removed during class. Easels and stools must be returned to the proper classrooms. Clean up all surfaces and sink areas. Please respect the next teacher, students, and the staff by being responsible and cleaning up at the end of class. It is a group effort that we all need to be a part of. Per the choice of instructors at the 2018 instructors meeting, there are posted images of classroom set-up in each room. If the room is not left clean and in its pictured condition, there will be one warning given. There will be a \$25 fine for the second (or future) violations.
8. Check in with a staff member at the front desk to see that all students have paid for the class. If there is a discrepancy, please alert the Front Desk Manager so we can remedy the situation. If an individual is not on the sign in list, it is the responsibility of the instructor to send them up to the front desk to find out what is wrong with their registration. If the instructor does not alert the staff that there is an unpaid or unregistered student, then VAC is not responsible for payment to the instructor for that individual. Any student who misses a class and wants to make accommodations or transfer, the student must make arrangements with VAC staff. It will be decided upon on a

case by case basis by VAC staff. If the instructor does not follow this guideline, VAC is not responsible for payment to the instructor for any undocumented changes.

9. Keep a copy of your class list so you can get in touch with your students if necessary.
10. VAC will advertise all classes and workshops. Please feel free to promote yourself by word of mouth, flyers or brochures. All of this helps and we all benefit.
11. Instructors are paid after the class is over. The teacher is responsible for turning in the proper, completed forms with attendees checked off for attendance to the Front Desk Manager. After the forms are complete and reviewed, a check will be issued. All checks will be mailed, unless prior arrangements are made with the Executive Director or Office Manager. The rate is 55% of the member's fee for the class. There may also be a fee deducted for materials. (\$40.00 for pottery & sculpture classes and variable amounts for children's classes)
12. VAC is a non-profit organization; all instructors are independent contractors and are not employees of the VAC. You will receive an IRS Form 1099 for your earnings according to IRS requirements.
13. Photos taken during your classes can be used in any and all VAC promotional materials and website.

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Instructor's Signature

Date

Once instructor contract accepted, please download and complete a current copy of the IRS form W-9.