



Grosse Pointe ART Center

17051 Kercheval, Grosse Pointe
gpaa@grossepointeartcenter.org
grossepointeartcenter.org
(313) 881-3454

Instructor Form

Artist: _____ Company name (if applicable): _____

Address: _____ Website: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Social Security Number: _____ - _____ - _____

Teaching Experience:

I have an updated resume/bio on file at the GPAC (please provide, if no): yes ____ no ____

Describe Teaching Experience: _____

Classes You Would Like to Teach

The Instructor realizes that the Education Committee and Board Approval are necessary to schedule classes. All classes are subject to coordination of the total schedule. The ART Center will make every effort to accommodate the preferred times indicated by the instructor. The ART Center will notify the instructor of the final schedule, subject to their approval. At that time, the ART center will publish the schedule and no further changes could be made. Be aware of final submission dates.

- Spring
- Summer (either classes, camps or workshops)
- Fall
- Winter

Time (circle):	10-12noon	12:30 – 3:30	4 – 7PM	7:30 – 9:30PM		
Day (circle)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Class Description

1) Title: _____

Day: _____ Time: _____

Age of students (check): Child _____ Teen _____ Adult _____

Class Description _____

2) Title: _____

Day: _____ Time: _____

Age of students (check): Child _____ Teen _____ Adult _____

Class Description _____

Supplies Needed: (please provide a list if multiple items are to be purchased by the student)

PHOTOGRAPHY RELEASE

The undersigned acknowledges that the Grosse Pointe ART Center (GPAC) might want to use a photograph of the teacher or the student artwork for publication and advertisement of classes. The undersigned warrants that the GPAC have the right to reuse, publish, and republish photography. The undersigned further grants GPAC full and total permission to use their name, biographical description, portrait, and likenesses in any form for any reproduction or multimedia/press use now and in the future.

____ YES, I will allow the above photographic stipulations _____ NO, I will not allow for any photos to be used

LIABILITY

The undersigned understands that the GPAC are not responsible for the artwork, supplies, injury, or tools used while on the GPAC premises.

MEMBER OF GPAC

The Grosse Pointe ART Center wishes to place teachers within their programming that are full members of the association and follow their mission statement. Please make sure you are a current member.

I am currently a member of the Grosse Pointe Artists Association and support the Mission of the GPAA: _____ YES

The mission of the GPAC Arts Education is to reconnect children and adults with their natural artistic instincts by promoting fine arts processes, utilizing emerging and professional artists as teachers, and enhancing community arts education. Accessing the Ah Hah! factor in one's imagination is the vision of GPAC's arts education.

PAYMENT AND COLLECTION OF TUITION AND FEES

The GP ART Center will collect and handle the tuition/fees prior to the beginning of class. If paid during class, the instructor can collect checks made payable to GPAC. Visa and MasterCard are acceptable, not American Express. All supply fees can be paid directly to instructor, but if included with tuition, will be completely reimbursed to instructor. The GP ART Center Director, on an individual basis, decides all instructor payment. Instructors are responsible for claiming the payment on their own IRS tax returns.

STUDENT INFORMATION

The GP ART Center requires names& contact information for all students (forms provided). Instructors are responsible for behavior of students while attending art classes. We will attempt to have at least 6 students and no more than 12 per class.

GALLERY SPACE

The gallery is the classroom. The GP ART Center will provide drop cloths, tables, chairs, table lights, with some easels available. All trash is dumped into containers, tables wiped clean and used water, & other containers cleaned and put away. Limited storage is available, check with director. Take time to clean up before your class has ended. The Director's time cannot be engaged in cleaning for your class. Incoming classes will be waiting to utilize their own instruction time.

PUBLICATION AND ADVERTISEMENT OF CLASSES

Publication of schedules are made through email " IContac"t list, Jim Dozier's email, The Detroit.com, The Grosse Pointe News, The Grosse Pointe Times, The Grosse Pointe Park Communicator, Great Stuff To Do ArtServe website. PLEASE ADVERTISE YOUR OWN CLASS SCHEDULE AS MUCH AS YOU CAN to build up your own student following.

CANCELLATION:

If you must cancel a class due to any circumstance whether it be illness or too few students signed up, the communication must come directly from you to the students and done so with no later than 48 hours prior to the 1st class date and time.

I have read the above statements and agree to the stipulations

Signature _____ Date: _____ PRINT NAME _____