



ART COUNCIL
of LADYSMITH
and DISTRICT

Welcome to the Arts Council of Ladysmith & District!

We are inviting all art instructors. If you see yourself working with the ACLD and sharing your art talent, ideas and enthusiasm, you can apply at any time. We accept all forms of art.

PLEASE READ THE FOLLOWING

Preparing to submit your application form

- Please fill out the application form on the web page for instructors. You will need to include **a list of materials** your students will need, a **description of your class, contact information, time(s) and date(s), price, age group, number of students and an image to help advertise your class.**
- If you are a new instructor, you will also be required to submit a resume, bio and photo.
- Once your class has been approved we will contact you. If you do not hear from us, please contact us at education@ladysmitharts.ca

The following must be completed once your proposal is accepted

- You must be a member of the Arts Council of Ladysmith and District and in good standing. Memberships are \$30 for individuals, \$50 for family, \$25 for students and can be purchased on our website.
- The Arts Council will promote classes via online through our website, social media platforms (Facebook/Instagram/Twitter), art magazine and weekly newsletter. As an instructor it is your responsibility to promote your own classes to help with the success rate of a full class.
- As an instructor it is your responsibility to call the office, 250-245-1252, 3 days before your class runs to receive a list of students enrolled to determine if the class is a "go" or if it will be cancelled upon your instructions. It is your choice to run a class below expected numbers.

- Instructors need to confirm with students that they have received the Zoom information for their class and have picked up any supply kits necessary. Students must be contacted through the gallery education email, **instructors are not to contact students using their personal email**. Please arrange a time with the gallery to come in and send emails.
- The Arts Council will be responsible for setting up the Zoom appointments through the gallery account.
- Please arrive 30 minutes before your class to make sure equipment is set up and everything is working. Please leave the room tidy at the end of your session.
- All classes will be taught on Zoom. If you are unfamiliar with this platform, please look at the Zoom Tutorial for Teachers. Please feel free to book a time to come in and view the equipment you will be using prior to your class. For further instructions or help, please email us at education@ladysmitharts.ca
- Those who will be teaching youth, seniors or those of different abilities are required to get a Canadian police information check (CPIC) and a copy will be kept on file in the office.
- As a self-employed person, the instructor acknowledges total responsibility for reporting income to Canada Revenue Agency
- Billing: Please present the Arts Council with an invoice once your class has completed. You can be expected to be paid by cheque or email transfer within 14 days upon receipt of your invoice.
- During class, please keep things professional, do not share personal information

Any further questions, please feel free to contact us at education@ladysmitharts.ca

We look forward to hearing from you!