



Elizabeth Lane Oliver Center for the
Arts PO Box 1513
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Instructor Proposal: Application and Checklist

Thank you for your interest in teaching at the Elizabeth Lane Oliver Center for the Arts. Class offerings are decided by staff and committee. Instructors receive 70% of class registrations and OAC receives 30% - please consider this when pricing your class. In addition, OAC Members receive a \$20 discount on all classes.

Please send us a brief class description, your experience, preferred days or times that work best for you, and information about the class timeline (length of class, number of sessions.)

Name:

Address:

Telephone: _____ Email: _____

If you are a new instructor or applying to teach a new class, please include the following information as separate digital files. Text documents should be in either Word or PDF format.

- This application.
- Résumé of previous teaching experience.
- Bio (preferably in third person) – short version (approximately 5 sentences); long version.
- Class description – short version (approximately 5 sentences); long version.
- Retail price
- Materials Fee (if supplies are included)
- Supply List (if applicable)
- 2-4 digital images in JPG format, representative of the class you will teach **as well as** photo of yourself, no smaller than 400 pixels in any dimension.

Please read the following information. Check the box at the start of each statement to indicate that you have read and understood and please sign your application at the end.

- I understand that class decisions are made by OAC staff and committees.
- I understand that upon selection, I will be required to fill out a teaching contract.
- I understand the teacher/OAC price cut is 70% to instructor and 30% to OAC.
- I understand that The Oliver Art Center will not pay for materials, travel, lodging or any other expenses.
- I understand that OAC may perform a background check.