



Elizabeth Lane Oliver Center for the Arts
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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/or OAC committees. Instructors receive 70% of gross class registrations and OAC receives 30%. Members of OAC receive a 10% discount.

Your Name: _____

Address: _____

Telephone: _____ Email: _____

Please include the following information. Text documents should be in either Word or PDF format. Images should be in .jpg format. Check off each item as you attach it.

- This completed application.
- Résumé of previous teaching experience.
- Bio (preferably in third person).
- Class description.
- Retail price of class. (This will be the non-member price. Members will receive a 10% discount.)
- Materials Fee (if supplies are included in the cost of the class).
- Supply List (if applicable).
- 2-4 digital images in .jpg format, representative of the class you will teach and a photo of yourself
Images should be no smaller than 1000 pixels in the shortest 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 decisions are made by staff and/or OAC committees.
- I understand that upon selection, I will be required to fill out a teaching contract and submit a W-9.
- I understand the teacher/OAC price cut is 70% to the instructor and 30% to OAC. Members will receive a 10% discount from the retail price.
- 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 if required.
- I understand that I will be paid as a contractor, by check, within 2 weeks of completion of the class.