

NON-MEMBERS TEACHING ARTIST AGREEMENT

Governing classes and workshops at Contracommon

BASIC INFORMATION

We accept proposals from all artists in all art styles to offer workshops and classes at Contracommon. As there are no vent hoods, methods and techniques requiring toxic chemicals or a fully aerated room should not be used.

Contracommon is staffed Fridays, Saturdays and Sundays from 12-6pm during exhibition runs only. These are the best times to have classes in place. However, classes may be scheduled within the space at any time, as agreed upon in advance between the Teaching Artist and Contracommon.

The time publicly announced on the website are the hours of instruction. Unless otherwise requested, we assume 30 minutes before and after the posted class time are sufficient for set up and cleanup, and will ensure there are personnel onsite to provide access and lock up. Unless otherwise agreed in advance, the onsite personnel are not available or responsible for assisting you during the class outside of emergencies.

UNDERSTANDING AND AGREEMENT

I have read the information outlined in the C/C Non-Members' Workshop Teaching Guide and understand the roles and responsibilities of all parties. I understand the content of this document and Contracommon's expectations of Teaching Artists. I also understand that failure to follow the expectations related to my responsibilities may prevent me from teaching future workshops.

Artist Printed Legal Name

Artist Signature

Date

Contact Information

Legal Name

Preferred / Business Name (if different)

Phone

Email

Mailing Address

City

State

ZIP

Promotional Information

@_____
Instagram handle

Website

CLASS / WORKSHOP INFORMATION PAGE

Basic Info

Title _____

Artist Name _____

Date(s) _____

Time(s) _____

Tuition Cost per student: Yes \$ _____ No

Materials Fee (circle one) per student: Yes \$ _____ No

Separate Supplies List for students to buy? Yes No (Attach if Yes)

I understand that a materials fee OR a supplies list for students is recommended, but that a combination of both in addition to the tuition fee may be prohibitive to Contracommon's ideal students.

Registration

Number of Students: Class Minimum _____ Class Maximum _____

Class Audience: For Adults only For children (minors under 18)

If appropriate for children, minimum age: ____ max age: ____

I understand that I must provide information for a background check if I will be teaching minors under age 18, and that a fee for this background check (up to a maximum of \$20) will be withheld from my final payout. I will not need to provide background check information to teach workshops for adults.

Please attach the following:

- Class description.** 2 to 3 paragraphs about the content of your course and what students can expect. What are you teaching? What types of skills will students learn? Will they leave with completed projects, or with works in progress?
- Instructor bio.** 2 to 5 sentences about you and your art practice.
- At least 3 photos for advertising.** Recommended photos include studio snapshots, works in progress, and finished products.
- A completed W9 form, available here:** <https://www.irs.gov/pub/irs-pdf/fw9.pdf>. Contracommon files 1099- Misc and 1099-NEC forms with the IRS as required by law. Payment will not be remitted until the W9 is completed.
- Supplies List for Students to purchase, if applicable
- A List of Equipment Requested for use in the workshop, if applicable
- An itemized list of Materials requested for purchase, if applicable