

PROGRAM INFORMATION PACKAGE

NEW INSTRUCTORS AND ARTISTS

Welcome!

We are so glad to have you a part of the Arts Underground team! If you are interested in teaching a workshop or program through Arts Underground please submit a "program proposal form". If you are interested in teaching more than one program, you must submit a proposal for each program you are interested in teaching. This includes open studio programs, residencies and artist talks.

Forms are available for pick up at Arts Underground or online on our website's main page under "Call for Instructors". Once you have submitted a proposal, either in person or by email to programs@artsunderground.ca, you and the programmer will work together to refine your proposal for planning and marketing.

When submitting a proposal think about Yukon Art Society's (YAS) mandate, "foster the creative and professional development of Yukon visual artists at all levels. We do this through exhibitions, education, networking and complementary activities with a wide community appeal". We value workshops that help artists to improve their skills, and expand their knowledge.

Once your workshop dates are set and you approve the final documents and marketing material, your program will be officially ready to run and advertise.

Workshop Cost and Registration

The programmer determines the cost of the workshop based on the information you provide in your proposal. Factors that determine the cost are, the number of participants you wish to teach, the cost of your material list, the total number of sessions and the length of each session. For this reason it is important to be accurate in your proposal.

YAS will assume responsibility for processing registrations for your program. YAS will also be responsible for refunding full or partial registration fees in the event of full or partial program cancellation.

Materials

Coordinating with the programmer to see what supplies are already available in Arts Underground's studio is important. Arts Underground has a stock of supplies for painting, ceramics, felting, printmaking, drawing, beading and more.



Please discuss any out of pocket purchases with the programmer before you purchase them (this is to avoid both parties ordering the same supplies, as well as staying within budget). To be reimbursed for out of pocket purchases please review “Invoicing and Payment” section.

Marketing

YAS designs all of the marketing material for your program with the information you provide in your proposal. YAS assumes responsibility for advertising your event.

Cancellations

Depending on program fees, YAS determines the minimum amount of participants necessary to continue your program. If we do not meet the target, YAS must cancel the program. If this happens, you will be notified as soon as possible and no later than five business days before your program’s start date.

Rescheduling

You may request to reschedule or cancel individual sessions in the event of unforeseeable circumstances that render you incapable of completing a session on the original date. We ask you contact the programmer as soon as possible once you are certain of any changes.

Any alternative arrangements must be cleared with the programmer and when possible made with the input of the participants. It is your responsibility to ensure any alternative arrangements are amendable to all participants; YAS cannot refund students who are inconvenienced by alternative arrangements except for in extreme circumstances.

It will be your responsibility to inform participants of changes to the schedule as soon as possible. If for any reason, you are unable to contact the participants YAS will assume this responsibility.

If you decide to accommodate one or more students outside of the agreed alternative arrangements, YAS cannot provide compensation for your time outside of the original workshop hours.

Compensation

YAS offers instructors \$50.00/hour for instruction and prep time.

Prep time is limited to: **1-4 hour sessions** = one hour of compensated prep time
 5 or more hour sessions = two hours of compensated prep time

Invoicing and Payment

Upon completing your workshop, you must write us an invoice for the agreed-upon instruction and prep hours. If you purchase supplies out of pocket, make sure to add these expenses to your invoice and provide a receipt. Please address your invoice to:



Yukon Art Society
15-305 Main Street.
Whitehorse YT, Y1A
2B4

You can submit your invoice(s) in person or by email, programs@artsunderground.ca

Safety

It is important to care for your safety and the safety of others to the best of your ability.

Prior to your workshop, roughly one week, the programmer will provide you with a safety package that includes a floor plan with emergency exits and first aid kit location and emergency contacts. The programmer will also take the time to guide you through safety precautions.

Security Code and Keys

If your workshop happens outside of office hours, you will be given access to our lockbox containing a set of keys and an alarm code. A week prior to your workshop and at the same time as your safety orientation, a staff member will show you opening and closing procedures for Arts Underground.

If you lose these keys, you must inform the programmer as soon as possible. YAS will require a \$20 fee to replace them.

Signature

I have taken the time to carefully read and understand this instructor package. I agree with the information, terms and general guidelines stated above.

Artist / Instructor

Signature

Date

