

THE LINDSAY GALLERY  
*for the Art in Everyone*

## Art Instruction Course Outline Form

The Lindsay Gallery is interested in offering a variety of mediums and skill level art classes for adults and children in the City of Kawartha Lakes. We offer Adult Spring and Fall programs (Feb to June and Sept to December). For Children's programs we offer week long Art Camps featuring a different instructor daily, during March Break and July.

The Gallery pays a competitive hourly rate for all instruction.

In order to promote and advertise the class, Art Instructor should provide:

- a) A brief biography of your art experience
- b) A digital image or sample of the art project you are proposing (when possible).
- c) A complete course outline describing class content, length of class (day, days or weeks) and preferred dates.
- d) Supplies the student should bring, if any.
- e) Supplies you will provide or fee required per (adult) student, if any.
  - a. Children's Programming: The Gallery has a variety of supplies that will be made available to the Instructor. If additional supplies are required, the Instructor will include this cost in their course outline. The Gallery will reimburse the Instructor up to the agreed upon amount when supplied with the sales receipts.
  - b. All materials purchased or provided by Instructors and paid for by the Gallery remain the property of the child and/or the Gallery.
- f) All instructors working with children are required to provide a copy of a recent Vulnerable Sector Screening Check or to confirm in writing yearly, if the Gallery already has one on file that there have been no changes. New checks are required every five years. If you are also a Gallery Volunteer, these checks may be available free of charge. It is up to the Instructor to provide the appropriate documentation with their Instructor Agreement.
- g) Instructors will also be required to complete, sign and return one copy of their Instructor Agreement Form.

Classes require minimum attendance to operate. While the Gallery makes every effort to fill all classes, occasionally we are required to cancel a program. If the minimum numbers of paid registrations have not been received 5 days prior to the commencement of the class, the Gallery will contact the Instructor to discuss cancellation.

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If you would like to offer art instruction for the Gallery, please provide the information requested above and return with this form to The Lindsay Gallery.

Date \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email: \_\_\_\_\_ Website \_\_\_\_\_

Have you offered instruction to the Gallery in the past five years? No \_\_\_ Yes \_\_\_

If yes, please describe most recent classes: \_\_\_\_\_

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Other Classes (including references) \_\_\_\_\_

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Comments: \_\_\_\_\_

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