

Village Fine Arts Association

Instructor Guidelines and Agreement

Introduction:

Thank you for your interest in offering a class through the Village Fine Arts Association (VFAA) and the Suzanne Haskew Arts Center (SHAC). The VFAA offers classes as part of our goal to educate and promote community involvement in the Arts.

Before your classes are offered, you will be contacted by a VFAA representative to review your proposal and confirm dates before each seasonal session (Spring, Summer, Fall, mini-Holiday, Winter) for any class offerings. New instructors are vetted by the VFAA board. Being an instructor is a VFAA member benefit (if you're not a member, please ask us how to become one), memberships are renewed each calendar year.

This Agreement covers all class/workshop offerings. Please read the following carefully to ensure you agree.

Guidelines and Understandings:

Employment Status: Instructors selected for teaching are hired as independent contractors. As a 1099 contractor, you agree you are not an employee of the VFAA, and are not entitled to employee benefits, such as sick leave or vacation. No deductions, withholding for any taxes, FICA contributions, unemployment, or any other employee benefits or burdens will be made by the VFAA on behalf of instructors. **Instructors may be subject to a background check.**

Facilities: The SHAC is a **shared public space**. SHAC office and classroom space are located within the building which also houses a restaurant and brewery. **NO outside alcohol** may be brought into the building at any time. Beverages can, however, be purchased from River's Edge Brewing Co. during open brewery hours and carried over to the art center. The SHAC is open to the public Tuesday - Saturday: from 10:00 AM - 2:00 PM, during class times and by appointment. Members of the public are welcome and encouraged to come into the SHAC during those times to look at the art exhibits and inquire about the VFAA/SHAC, its classes and activities. Instructors are expected to allow visitors in the facility and answer questions to the best of their ability. This should be perceived positively as an opportunity to recruit more awareness & students for classes. Building entry passcodes are for the instructor ONLY & may not be shared with other individuals.

Safety Policy: If there is a situation in which the instructor or students feel unsafe, please seek help from another instructor, a staff member or River's Edge. In the event none of these are available or the situation is urgent, use your own judgement to call 911.

SHAC Class Titles: Certain classes have been developed by the VFAA and taught by multiple Instructors over time. Course titles created by the VFAA therefore belong to the VFAA and do not belong to the various Instructors who may teach them. These courses include (but not limited to):

- (a) Parent-Tot Art
- (b) Peacock Art Club (PAC)
- (c) Teen Art Club (TAC)
- (d) STEAM Studio

These course titles remain with the VFAA/SHAC and do not "go with" any instructor who decides to teach a similar class online, at another facility or for a different organization.

Instructor Responsibilities: Instructors are required to maintain their own class rosters and attendance records through access to Acuity. Instructors are expected to prepare any class rosters, use Acuity scheduling and reference any on-line materials for courses prior to class. SHAC office equipment, including computers and printers are strictly for the use of official VFAA/SHAC employees only.

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Supplies Reimbursement: Instructors are expected to provide all supplies for their own classes and to price their classes accordingly. The SHAC does not have a supplies reimbursement policy. Instructors should inform students prior to class attendance of any specific supplies and materials that students need to bring to class for personal use. Reminder 35% of your class fee is retained by the VFAA.

The VFAA/SHAC will:

1. Work with the Instructor to establish class fees, class date offerings and determine the minimum and maximum number of students for the class at the instructor's discretion. (A minimum of 4 students per class is required by the SHAC, an instructor may choose a higher number). This is not only for the financial viability of the class, but also to protect both instructor and student from any unwanted incidents.
2. Work with the Instructor if enrollments are low near the class date to determine a go/no go. If a class is consistently not meeting minimum student requirements, it will no longer be offered. It is not in the best interest of the SHAC or instructor to have to cancel classes where a few may have registered.
3. We publish and advertise your class(es) each session through a range of media, including, but not limited to: VFAA/SHAC web site, email blasts, social media promotion, and other written materials at the SHAC and in other venues when available and/or appropriate. We often attend markets and fairs to promote classes as well.
4. Pay instructor once the class is completed, in a 65/35 instructor/VFAA share. Payments are processed at the end of the month after completion of your class. Instructors cannot be paid prior to a class being held. There are no exceptions. Direct deposit of instructor payment is preferred.
5. In spite of everyone's best efforts, a class may not meet the minimum number of participants required. The VFAA/SHAC reserves the right to cancel a class before it begins without obligation to pay the instructor. The VFAA/SHAC will notify students and the instructor in case of a class change or cancellation.
6. Ensure a ready supply of basic materials such as: soap, paper towels, scissors, brushes, water cups. Please inform staff if you notice supplies are running low.
7. Be held harmless for any injury, loss, damages or expense of any nature sustained by the instructor in the conduct of any class, workshop, appearance, or in the execution of any duties or obligations pertaining to this agreement.

The Instructor will:

1. Have an IRS W-9 form on file with the VFAA/SHAC, as a 1099 contractor to the VFAA/SHAC.
2. Provide the following to the VFAA/SHAC: a minimum of 6 weeks* in advance of class:
 - (a) A detailed class description
 - (b) A class materials list, if applicable,
 - (c) Suggested class fees,
 - (d) Suggested date/time offerings,
 - (e) Photo examples for promotional materials

*Failure to meet the six (6) week deadline may affect marketing or result in the VFAA/SHAC not offering the class(es) for a session.

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3. **NOT** confront another instructor if you have a grievance. All issues shall be addressed with the Executive Director &/or the Board of Directors of the VFAA. Arguing with or yelling at another instructor is grounds for immediate removal from the facility &/or teaching roster.
4. Arrive in time to set up the room to your class needs, and clean and sanitize the area and materials used after each class session. There is limited storage space at the SHAC. Supplies should be brought into and removed by the instructor for each class.
 - (a) Instructors & Students can use the designated sink to wash personal and shared art supplies
 - (b) Ensure that supplies are returned to their appropriate areas. Wet things can stay in the drainer by the sink
 - (c) Wipe all tables and chairs and sweep or vacuum scattered materials off the floor
 - (d) Leave tables & chairs neatly arranged and put furniture back where you found it
 - (e) Take out trash when full or any food is present (dumpster is behind the building)
 - (f) Upon leaving: lock the bathroom doors, front door and turn off the lights.

**Instructors are encouraged to have their students assist in clean-up, this is part of the ART process!*
5. Follow CDC Guidelines and mandates.
6. Work to promote and fill your class(es). Some things instructors can do are to share VFAA and SHAC posts on Facebook, email contacts, forward SHAC emails, personal invites, attend other classes, attend VFAA meetings/events, etc. Get involved - collaboration is key!
7. Agree to not cancel or alter any class information without prior consultation with and approval by the SHAC class coordinator.
8. Understand that a class survey goes out after each class. Negative feedback could result in a class being canceled or instructor being removed from the teaching roster.
9. Provide a safe space for all participants, and only release minors to guardians when picked up from classes.
10. Invoice the VFAA no more than 2x per month (preferably 1x a month or 1x per 8 week session) in order to receive payment for a completed class. Invoices are due the 1st or 3rd Friday of the month and shall be paid out the following Wednesday.

You may also contact the SHAC coordinator with questions at shac@milfordvfaa.org, (248) 797-3060

As a contracted instructor for the Village Fine Arts Association of Milford, I agree to all of the above stipulations and requirements. I realize negligence or disregard of the above guidelines may result in discontinuation of my classes and withholding of payment by the VFAA.

Instructor Printed Name

SHAC Director Printed Name

Instructor Signature

Date

SHAC Director Signature

Date

Professional Reference (provide name)

Reference Check Phone #