



## Workshop Instructor Contract

### Hourly Contract | 2022

This contract details the agreements for the workshop instructors around payment, reimbursement for materials, classroom rules, and the Guild's protocols.

1. The instructor<sup>1</sup>, \_\_\_\_\_, agrees that they will be paid on an hourly basis, at a rate of \$40/hour up to 8 students. If 9 or more students sign up, the instructor agrees to a payment of \$50/hour for the class.
2. Workshops and classes can be taught on an individual basis, or in a course -session, of as many courses as the instructor would like to teach.
3. For each course, the instructor will be accompanied by a volunteer host from the Milton Artists' Guild Membership.
  - 3.1. Hosts, if there is nothing pressing that they must do for the instructor, are allowed to participate in the course, though they must put aside the project if the instructor requires assistance.
4. Classes will be taught to set levels and ages<sup>2</sup>, with exceptions being permitted by the instructor on a case-by-case basis.
5. Levels are as follows:
  - 5.1. **Beginner:** I have never used this material/technique/medium, and I want to learn!
  - 5.2. **Intermediate:** I have used this material before in a limited capacity, and have perhaps taken a class or two, but would like to be more confident in it.
  - 5.3. **Experienced:** I have taken several classes or am very confident in my ability in the content of this class - I would like to hone my craft or learn new techniques.
6. The instructor understands that the Milton Artists' Guild expects the utmost decorum and professionalism from them, including but not limited to treating students and the MAG<sup>3</sup> Gallery and Art Center with respect. If any conduct to the contrary is reported, the Milton Artists' Guild retains the right to terminate the instructor, and proceed with punitive or legal action if necessary.
7. Student conduct is expected to treat the instructors with respect, and under no circumstances should an instructor feel unsafe. The instructors have the right to decline a student from attending only if a previous incident has occurred, and for no other discriminatory reasons.
8. If the class is canceled for any reason, the instructor understands that they do not receive payment for the course. Additionally, any materials that they purchase maintain as their property without reimbursement from MAG until the time when the course is rescheduled. If the course is rescheduled, at that time, MAG will reimburse the instructor for their materials.
9. This contract is active for a year from its' signature date, and instructors are able to teach as many courses as they would like within that timeframe under the parameters listed above.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

MAG Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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<sup>1</sup> Instructor: signator, or anyone who will teach a course, class, workshop or seminar within the Milton Artists Guild

<sup>2</sup> Age ranges and levels are to be determined by MAG staff or instructor, and are for the ease of selection of teaching material as well as the students' understanding of expectations

<sup>3</sup> MAG: herein means the Milton Artists' Guild, it's authorized representatives, and the space within the Milton Artists' Guild operates.