

CALL FOR INSTRUCTORS - Paid Programming at the County Arts Lab

We are seeking course proposals for paid programming at the County Arts Lab for our Early and Late Spring sessions in 2025! The County Arts Lab hosts multi-week courses for adults, children, and youth, as well as one-off workshops for youth and adults. Courses in all artistic mediums are welcomed, including but not limited to visual arts, dance, music, writing, and more.

Notes:

- We are especially in search of instructors who have unique and engaging course ideas for kids.
- We are accepting submissions for online courses but only for digital skills (ie animation, photoshop, illustrator etc.), and you must demonstrate that you have the experience and technical expertise to run an online course. For course ideas see this [list of commonly requested skills](#) from previous County Arts Lab Participants.
- If this is your first time applying to teach at the County Arts Lab, we recommend proposing a one-off workshop.

Please consider the following when writing your proposal

- Clarity- is it clear what the course is about? What will participants learn?
- Uniqueness- is this skill being offered elsewhere in the community? What makes this course/workshop special?
- Arts specific- is the main focus an arts activity?
- Audience- who is the ideal participant for the proposed course?

SPECIFICATIONS

- Artist Instructors will be engaged as Contractors and compensated at a rate of \$75 per teaching hour, plus hst if applicable
- Artist Instructors will be given a bonus of \$25 per class (so for a 6 week course you would receive 6 x \$25 = \$150) for prep/set-up
- Classes will be capped at 12 students (unless the instructor can accommodate more)
- These sessions will last 5 weeks, but we can also run 3 or 4 week courses within this session
- Classes are offered to the community at sliding scale rates, and we offer bursaries to children/youth based on need
- The duration of individual classes ranges from 1 to 3 hours depending on participant demographic/type of class. Proposals for longer workshops are also welcome.
- Instructors may propose to teach in collaboration with another instructor but for reasons of financial feasibility, the Instructors would only be able to "cross over" (i.e. both be present) for 1 or possibly 2 sessions.
- A minimum of 5 participants is required to run a course.

COUNTY ARTS PROVIDES

- Space in the County Arts Lab
- All materials ([see here for a general list of materials/resources available at the Lab](#))
- Marketing and promo of your course/workshop

- Registration and communication with registrants
- Children's programming instructors will be provided with a volunteer to assist during classes
- Reimbursement of Vulnerable Sector Check (police record) fee if applicable

ELIGIBILITY

- Must be a member of County Arts in good standing
- Must be a practicing artist with some instructing/facilitating experience or equivalent skills
- Propose a project that is feasible with the material resources available at the County Arts Lab
- Instructors for Children/Youth programs must submit a clear Vulnerable Sector (police record) Check

WHAT YOU NEED TO APPLY

- A description of the course/workshop between 100 and 150 words, including course objectives, skills gained etc.
- An estimated materials fee per participant (if applicable)
- Materials list (if applicable)
- A syllabus for the workshop or multi-week course
- A headshot or image that represents you as an instructor (would be used for promo)
- For visual arts applicants: an image to use for promo (no text, will be made into a graphic)
- A bio (brief description of your artistic practice, any relevant teaching/facilitating experience) that would be used for promoting your offering
- Availability from March to June 2025

ASSESSMENT CRITERIA

Applications will be assessed using the following criteria:

- Helps us maintain a diversity of offerings. We make sure we are programming across a wide range of artistic disciplines in both visual and non-visual arts.
- Helps us provide opportunities for new Instructors, and local (PEC/Quinte) artists
- Helps us reach/appeal to new/varied audiences
- Feasible within Lab space and resources
- Aligns with community interest
- Quality of application/proposal

Important Note: For the purposes of this application, if there are multiple well-assessed applications of equal merit and insufficient space to accept all course proposals, applications from PEC residents, and then Bay of Quinte residents, will be prioritized. Following that process, information provided in the voluntary Self-Identification section of the application form will be reviewed, and the applications of artists who self-identify as belonging to one or more of the Equity Priority groups in the Application Form will be prioritized. For more information on our Self-Identification Framework and Equity Priority Policy [see here](#).

TO APPLY

Please complete the [Application Form linked here](#). **Application deadline is January 15th, 2025.**

Questions / Application Assistance: Please note that our Programs Manager Stacey Sproule (stacey@countyarts.ca) will be "out of office" participating in an Artist Residency for the month of December. Depending on the nature of requests sent about this application process, you may have to wait for a response until Stacey returns the week of January 6th. Stacey can also take alternative applications (e.g. via Zoom interview) upon her return. For general questions in the interim, please send to Heather McCorquodale, Membership Services Coordinator, at info@countyarts.ca.

Equity statement - County Arts is an equal opportunity employer, and is committed to fostering a culture of equity, diversity, and inclusivity. We value individuals who express and reflect our diverse stories, histories, communities, cultures and artistic practices. We especially encourage applications from artists who self-identify as members of equity-seeking and underrepresented groups, including people of colour, Indigenous people, LGBTQ2S+ people, and people with disabilities. Accommodations for applicants with disabilities are available upon request.