



Updated 12/2/2024

Interested in Teaching Adult & Teen Art Classes?

About ArtSchool

Browse our current class listings at: <https://artscenterlive.org/artschool-classes-workshops/>

Submit an interested artist form here:

<https://app.amilia.com/Jobs/en/theartscenter/JobPosting/xo5NOVb>

ArtSchool is the ArtsCenter's original program: a series of arts classes for adults and teens ages 15+. We've been inspiring learners with new arts skills since 1974, when we were offering mostly dance and painting out of a one-room facility above where the Armadillo Grill is now in downtown Carrboro! 50 years later, the ArtSchool program is housed in our new facility at 400 Roberson Street, where we utilize 8 different classrooms to offer between 60-80 classes per quarter. We offer classes in over 10 different disciplines, including drawing, painting, mixed media, ceramics, dance, acting, writing, photography, glass, fiber arts, and more. With our new digital lab, 3D printers, audio studio, and laser engraver we have started branching out into digital art and new media art classes as well. We are always looking to expand into new mediums while sustaining our beloved staple classes, all in service of our mission to "educate and inspire artistic creativity and to enrich the lives of people of all ages." The ArtsCenter is a 501(c)(3) nonprofit sustained by a mix of income from our programs, grants, and charitable donations.

We program ArtSchool classes in 4 seasonal quarters. Our classes run anywhere from 1-day workshops to multi-week recurring classes, with the average class lasting 2 hrs per session for 6 weeks. During Spring, Fall, and Winter our facilities are available for ArtSchool classes on the weekends and in the mornings and evenings on weekdays (not available weekdays from 2-6pm). During Summer our facilities are available for ArtSchool only in the evenings and on weekends, due to our childrens' summer camps.

Why Should I Teach in ArtSchool?

After 50 years we have a strong following of artists and craftspeople, hobbyists and community members with a love of learning, anchored in the center of artsy Carrboro. We boast a 75% fill rate for our classes and maintain a mailing list of over 16,000 active



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contacts. Our staff take the administrative work out of the picture so you can focus on teaching. Teaching with us means connecting to a larger network that can help grow your business and professional networks. Our well-connected and knowledgeable staff often share opportunities with our teaching artists. We also offer reduced tuition and other perks to our instructors that give you opportunities to keep growing your artistic/teaching practice (and maybe pick up some fun new hobbies, too).

Tuition and Instructor Pay Policies

We offer a 50/50 tuition split with instructors. Tuition for ArtSchool classes is determined by number of instruction hours. We work with a pricing scheme that takes into account the rates of peer organizations, and a fair rate for teaching artists. We re-evaluate this pricing scheme regularly to ensure fair price points for our patrons, adequate compensation for our teaching artists, and sustainability for the ArtsCenter as a whole. Currently the scheme ensures instructors are paid at least \$34/hr for classes that make minimum enrollment. You can browse classes at <https://artscenterlive.org/artschool-classes-workshops/> to get a sense of our pricing.

Certain classes have fees attached for the student - e.g. if a class uses a live model a portion of the model's pay is charged as a fee to the student. Ceramics classes include an additional fee for clay, glaze, and firing.

1-3 days prior to the start of a class we review the number of registrants and if the class does not meet minimum enrollment it will be canceled and all registrants will be refunded. **We are not able to compensate instructors for their prep time for any classes that do not run. We additionally are not able to offer compensation for lesson planning time; only contact hours.**

We pay instructors by direct deposit using the BILL.com secure online payment platform. **You will receive payment within 2 weeks of the end of your class.** In order to pay instructors in a timely manner we will request a W-9 from you and have you fill out a BILL.com form once your class has met enrollment requirements.

Marketing

We market ArtSchool classes on our website, through our social media pages, through a digital catalog released quarterly, and via paper flyers around town. After 50 years we have a pretty good following, but **we expect instructors to partner with us on marketing efforts by marketing to your own network as well.** You know your



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clientele like no one else, and often a more personal invitation will go a long way towards filling a class!

Materials and Fees

We handle class materials one of two ways: Either the instructor will provide a materials list that they expect the students to buy and bring to class, OR the instructor will buy materials and students will pay a fee directly to the instructor either by cash, check, or other payment method determined by the instructor. We partner with [Crazy Alan's Art Emporium](#) in Chapel Hill, who ensures all supplies for our classes are in stock for students who want to buy from a small, locally-owned business. With a few exceptions the ArtsCenter does not provide consumable materials for classes. We do have a closet full of donated items, so if you or a student do end up needing a supply we might have it. Check with Rachel if you would like to use some of our donated supplies.

If the ArtsCenter will need to buy new equipment to be able to run your class, discuss with Rachel prior to submitting a class proposal.

If you use a live model in your class a model fee will be determined by the ArtsCenter and added on to your class cost. The ArtsCenter pays models directly by paper check, at a rate of \$25/hr. Instructors are expected to contact and schedule models individually. We maintain a roster of skilled figure models in the area; let Rachel know if you would like to see this roster.

If you run a ceramics class, a \$45 clay/glaze/firing fee will be added to the class to help cover the operational costs of the ceramics studio and the cost of clay. Additional clay can be purchased 25 lbs at a time for \$35 (new clay) or \$15 (reclaimed clay). We typically buy from Highwater Clays, and we fire to cone 6. For more specs on the ceramics studio, reach out to the studio coordinator, Taryn Revoir, at trevoir@artscenterlive.org.

What Are The Expectations for Instructors?

Successful ArtSchool instructors are typically those with significant prior teaching experience as well as experience/training in their art form. Instructors should know how to prepare an effective lesson plan, manage a classroom effectively, tailor their instructional style to meet different students' needs, and abide by best practices of teaching their art form of choice. If you are newer to teaching please still reach out - we might be able to place you with a mentor teacher, or arrange for you to assistant-teach a class.



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In addition to teaching excellence and proven artistic aptitude, we expect the following from our instructors:

- **Preparedness.** Be on time for classes, have a well-organized lesson plan, bring all supplies you need, arrange with Rachel ahead of time if your classroom setup requires anything specific, and be ready to bring your best self to the classroom.
- **Communication.** Being an ArtSchool teacher requires regularly checking emails, as this is our main mode of communication with teachers. Instructors should provide an email address they check often and try to respond within 24 hrs to all communications from the ArtsCenter and/or students.
- **Commitment to Excellence.** The ideal teacher in our program is curious, flexible, and open to feedback. Instructors should maintain a regular artmaking practice of their own that enriches and expands their teaching capacity. We don't require any formal credentials from our teachers, but advanced degrees in your artistic field, a demonstrable body of work, and teaching credentials are a plus.
- **Diversity, Equity and Inclusion.** This is a core value of the ArtsCenter's and instructors should be committed to providing an excellent experience for students of all backgrounds. Training in/experience with DEI, accessible teaching, cultural sensitivity, and knowing multiple languages is a plus for teachers.

Ready to Propose a Class?

Here's a checklist of things to consider and items to collect before you fill out the proposal form:

- Schedule a meeting with Rachel Nunn, ArtSchool Director.** If you are a new instructor with the ArtsCenter, or if you haven't taught with us in several years please reach out to Rachel for a meeting prior to submitting a proposal. This will help us ensure that your class proposal is in line with what our students are looking for and give your class the best chance of success.
- Consider what you want your class title to be.** Successful titles are descriptive and clear -- the reader should understand what kind of class this is from the title alone!
- Start drafting up your class description.** It should be 150 words max. Below is an example:



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Improv for Confidence and Joy

With Anoo Tree Brod

This class will focus on using improv tools to be fully engaged in the moment, create incredible teamwork, and enhance creative thinking — all against a backdrop of fun, games and laughter. If you are ready to learn, stretch, and grow all while acting like a kid, this class is for you! Improvisation is all about tools to help us safely learn to connect, be fully present in the moment, play and feel a sense of community again. No prior experience needed.

ArtSchool staff reserve the right to make minor edits to your class description. We will consult you before making any major changes that alter the meaning.

- Pick out some pictures of your work to use for promo.** When you submit your proposal you will need to send at least 2 high-res images of your work. If you are a fine artist a photo of one of your pieces would be appropriate. If your class is more experiential (acting, dance, writing, etc.) some in-process pictures, a photo of you teaching, etc. would be appropriate.

- Write your 100-150 word bio.** For use in promo materials. You will be asked for this in your course proposal form.

Need More Info?

For all things ArtSchool, reach out to Rachel Nunn at rpunn@artscenterlive.org, or 984-500-3747.