

Request for Teacher Proposals
NWBW Basketry Weekend
Schack Art Center, Everett, WA
Saturday and Sunday, November 10th and 11th, 2012

The Schack Art Center is the Arts Council of Snohomish County's new facility for visual art education programs, exhibits, and special events.

The NWBW Guild is planning a Regional Basket Weekend in their classrooms as part of our 30th anniversary year events.

The Schack Art Center has a contact list of approximately 7000 and produces a quality quarterly catalog of class opportunities.

Though teachers will be contracting with the Schack Art Center, proposals should be submitted 1st to the NWBW Guild for scheduling a weekend that will offer choices for varied student skill levels, use of materials, and project designs. With two day classes possible, this is an opportunity for some challenging learning experiences. Classes may be 4 hours, 6 hours, or 8 hours each day.

Some Information from the Schack Art Center

The facility is open from 10-5 on Saturdays and noon-5 on Sundays, but classes may take place outside of these hours as well.

Facilities available: two multi-purpose classrooms, 750 square feet each (may be opened into one large room) with running water, sink and electrical outlets in floors. Each classroom can accommodate up to 20+ students. The large mezzanine area will also be available, although at this point there is no running water. There are electrical outlets in the walls for task lighting. The mezzanine can accommodate quite a few students, as there are no walls built yet. There are bathrooms only on the first floor.

The Schack Art Center pays \$28/teaching hour (*the NWBW Guild will pay an additional \$2/hr*), and instructors may be paid for supplies directly from each student. Once proposals are accepted, each instructor will be required to fill out a W-9 form, a teacher contract and pass a Washington State Patrol background check (if applicable).

Teachers will be able to set up for their classrooms a day or two before or an hour before class time.

The Schack Art Center looks forward to having basketry instructors as a part of their class opportunities. Please feel free to visit www.schack.org and click on "classes" to see how other instructors set up their classes.

If you have questions, please contact:

Kay Ogren at 360-293-5507 or ko@wavecable.com
regarding class ideas, scheduling, or assistance needed the day of classes.

Lisa JonesMoore at 425-259-5050 ext. 24 or ljonesmoore@schack.org
regarding proposal formatting, contracting or facility information.

Teacher Proposals MUST be submitted formatted as required by the Schack Art Center.
See the following information from the Schack Art Center.

The deadline for submitting class proposals to the NWBW Guild is: March 1, 2012

To allow ample time for contracting, the Guild will submit the scheduled teacher's proposals to the Schack Art Center during April, over a month prior to their catalog deadline of June 1st for the fall quarter of 2012.

Mail or E-Mail your proposal by March 1, 2012 to:

NWBW Schack Basketry Weekend
c/o Kay Ogren 15731 Yokeko Dr, Anacortes, WA 98221-8756 or ko@wavecable.com



Returning and NEW Class Proposals/Descriptions 2012 Art Classes

We are now accepting returning and new class proposals/descriptions for Winter AND Spring quarters in 2012. We will be sending out four quarterly catalogs this year (instead of three). That means the deadlines will be "fast and furious"! If at all possible, please submit your course proposals/descriptions for both Winter AND Spring quarters, even though they will be published as two separate catalogs. *Submit your course proposals/descriptions for Fall quarter for catalog publication by June 1st, 2012.* Please see the **2012 Schack Art Class Deadlines** document for all important submission deadlines.

Directions: Please submit by e-mail the following items and please indicate in the subject line: "Winter 2012 Course Proposal" (or Spring or Both) in the subject line.

Contact Information: If your contact information has changed please send: Name, Address, Telephone, and E-mail.

Biography: Please view your bio online at www.schack.org. If it has changed, please e-mail a revised version (no more than 50 words) in a separate Microsoft WORD e-mail attachment, labeled with your last name, the word "Revised" and the word "Bio". Example: JonesMooreRevisedBio

Course Description: Send the title of the class you would like to teach, indicate if it will run "as is" OR if the description will change. If so, send the NEW description as a separate e-mail attachment, in Microsoft WORD, labeled with your last name, the word "Revised", name of class, and in which quarter you want the class to run. Example: JonesmooreRevisedBeeswaxCollageFall2012. Also include student age range and maximum student capacity.

The above information applies to brand new course descriptions as well. Please take time to read some course descriptions at www.schack.org to get a feel for how these should be written. Or, read the attached document **2012 Schack Art Class Catalog Formats** for more specifics.

Student Supply List: Indicate to run "as is", or send an updated student supply list if it has changed. Label with your last name, name of class, and the words "Revised Supply List", as a separate Microsoft WORD document. Example: JonesBeeswaxCollageRevisedSupplyList. This goes for new class supply lists, as well.

Jpeg Images: Indicate whether or not to use the same image for your class as before, but if image changes, please submit as a **separate** attachment to your e-mail:

- Jpeg images, between 600 KB and 2 MB file size, in color (try to pick ones that will look good in black and white for print catalog)
- 300 dpi required for optimal quality
- Label image files like this: Your last name, name of class. Example: JonesMooreBeeswaxCollage

Questions?

Contact Lisa JonesMoore Painting, drawing, jewelry, mixed media and diverse discipline classes: 425-259-5050, ex. 24, or ljonesmoore@schack.org OR

John Kiley - Hot shop and warm glass (flamework, kilnform) classes: 425-259-5050, ex. 22, or jkiley@schack.org

Class proposals are reviewed on a quarterly basis. We will respond to your proposal after that time. Thank you for your interest in teaching at the Schack Art Center.



Art Class Catalog Deadlines for Class Materials (text, photos)

Contact: Lisa JonesMoore, ljonesmoore@schack.org, 425-259-5050, ext. 24
Glass classes: John Kiley, jkiley@schack.org, 425-259-5050, ext. 22

DUE DATES

for 2012 Finalized CLASS DESCRIPTIONS/PHOTOS/SUPPLY LISTS/BIOS:

Winter Quarter 2012 (January - March): October 3, 2011

Spring Quarter 2012 (April - June): January 3, 2012 OR preferably submit with your Winter quarter proposals by Oct. 3!

NOTE: Spring break for Everett School District is April 2-6/great for kids art camps!

Summer Quarter 2012 (July - August): April 2, 2012

NOTE: Everett School District last day of school is June 21, Kids' summer camps need to take place after this date!

Fall 2012 Quarter (September - December): June 1, 2012 OR preferably submit with your Summer quarter proposals by April 2!

Dates Studios #1 and #2 are NOT available (Winter/Spring 2012): 2/14 through 2/29, 4/11, 4/12, 4/18, 4/25, 5/2, 5/3, 5/21 through 6/7 (before 2pm only for 5/21-6/7). The upstairs main mezzanine area is available for most of these dates.

NEW Class Proposals from NEW instructors: Please submit the following at least two weeks prior to the due dates for the finalized class catalog descriptions (see above).

Title, dates & times preferred, number of sessions, hours per session, supply list & supply fee (if applicable).

Any special considerations for set-up/cleanup, i.e. toxic, sediment, ventilation, etc.

Brief class description in 3-5 sentences, tools to bring, student experience required,

Suggested number of students - age range and maximum number

Image (file size will be specified when class is accepted, for use in both the online and print catalogs)

For "Returning Class Descriptions" see the document: **2012 Returning Class Proposal Form** for the required list of items.



Art Class Catalog Descriptions and Photo Formats

Contact: Lisa JonesMoore, Art Class Coordinator
ljonesmoore@schack.org, 425-259-5050, ext. 24

Hello Art Instructors! It will make my job (and the catalog designer's job) INFINITELY easier if you follow format for all catalog text and photos:

Class Proposal Description format (submit by e-mail, as an attachment, in Microsoft Word):

Title: (ALL CAPS), followed by age range: 15+YRS

Description: Short but "sweet". Try to start with a "call to action", followed by the description of what the students will be doing in the class. Try not to be redundant (repetitive). Try to leave out phrases such as: "in this one day class" or "in the evening class" -that's redundant, as the class times/dates are listed below the description. Please do a spell-check, and insert only one space after each period. Please state student "level" required, or any prerequisites (if applicable). End the description with: "Supply list provided upon registration" (if applicable), and "Supply fee payable to instructor at class" (if applicable).

Dates/times: (example)

M-F Sept 12-16 9:30-11:00am Supply fee \$15
(Please insert only one tab space between "columns")

Example of a good catalog description:

Do you have a passion for old books? The desire to journal in more creative and unique ways? In this class you will learn how to transform an old, discarded book into a very personal, expressive journal. You will learn how to prepare your book for journaling - including mixed media techniques with acrylic paints, ink, rubber stamps, collage, photographs and niches. Creative journal writing prompts will also be discussed. All levels welcome!

Provide a SEPARATE supply list in Microsoft Word, with your last name, title of the class and the words "Revised Supply List".

Schack Art Center, Fall Class Catalog photograph specifications:

Jpeg images, between 600KB and 2MB file size, color if fine (try to pick ones that will look good in black and white)
300 dpi required for optimal quality
Label image files like this: ArtistName_medium (or class name)

Please see the **2012 Art Class Catalog Schedule** for important deadlines!

For those instructors who are going to run the same classes for Winter or Spring 2012, please call or e-mail me with preferred dates and times as soon as possible. "Winter" quarter is January, February, March. "Spring" quarter is April, May June.

Thanks for making Schack Art Center a great place to teach (and learn)!
Lisa JonesMoore