

EUREKA SPRINGS SCHOOL OF THE ARTS

www.essa-art.org 479-253-5384

2020 INSTRUCTOR APPLICATION AND WORKSHOP PROPOSAL FORM

Application and all required information must be submitted before August 1, 2019.

Instructor Name:		
Mailing Address:		
City:	State:	Zip:
Email:	Phone:	
Website:	Facebook/ Instagram:	

Have you taught a class at ESSA before? Yes No

If yes, when? Please briefly describe the class:

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If you are a NEW instructor, please attach a description of your teaching experience.

Workshop Description

Provide a description of your proposed workshop in **65 words or less**. This description will be used to create marketing materials in print and on-line if your proposal is accepted. You may attach additional explanation of your workshop if you wish to do so, or to provide clarification of your proposal.

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Provide brief responses to the following (in list form), regarding your proposed workshop. These responses will be used to create marketing materials if your proposal is accepted.

- What will students create?
- What skills will students learn?
- What tools will students learn to use?
- What level is the class (All Levels, Beginner, Intermediate or Advanced)? Is prior experience necessary?
- Please provide all requested material and supply information on the Student Materials List page at the end of this form.

Instructor Biography

Provide a brief biography, in **40 words or less**. Your biography will be included in marketing materials and on the ESSA web site, if your workshop is selected.

Instructor Availability and Workshop Length

Instructions: On the following page, please indicate your preferred date ranges and number of days for your workshop, as well as any blackout dates that you will NOT be available to teach the proposed workshop. ESSA staff will work with all instructors to construct the best possible schedule for peak enrollment. Dates for selected classes will be finalized within 60 days of application.

- Classes may run from 1-5 days in length but may be longer if offered as evening classes once weekly.
- Classes generally run between the hours of 9 am and 4 pm.
- For Spring and Fall workshops, shorter classes that run partially (or fully) on weekends are preferred. (For example, 3-day workshop running from Thursday to Saturday.)
- For Summer workshops, any class length or time of week may be proposed.
- Once per week evening classes may be proposed for any season. These are for local instructors only. (For example, one evening class per week for 6 weeks.)
- You may also propose a workshop that is a partial day offering – i.e. from 1:00 to 4:00 pm.

Preferred Session:

- Spring Session: March 13th – June 7th, 2019

Preferred Length and Timeframe for Workshop:

Blackout Dates During this Period:

- Summer Session: June 8th – August 29th, 2020

Preferred Length and Timeframe for Workshop:

Blackout Dates During this Period:

- Fall Session: August 30th – November 3rd, 2020

Preferred Length and Timeframe for Workshop:

Blackout Dates During this Period:

Attachments and Supplemental Materials

Please include the following Non-Returnable information with your submission.

- Completed and signed Application Form (PDF or Word Doc only please).
- Minimum of 4 good quality .jpg digital images of your work, which are representative of works to be created and/or techniques to be learned during the proposed workshop. These will be used for printed and digital promotional materials and marketing efforts. Good images are very important!
- Clearly label all submitted images with artist name (your name) and the title of the work.
- If you are a NEW instructor at ESSA, attach a brief description of your teaching experience, or other relevant experience.
- You may also attach your answers to this form, or provide additional information on a separate page.
- **Send electronic applications to:** julie@essa-art.org
- **Mail to:** Eureka Springs School of the Arts, PO Box 657, Eureka Springs, AR 72632

STUDENT MATERIALS LIST

This list will be sent to your students or used by ESSA to procure materials and set tuition prices. Please be clear and concise.

Material requirements and costs will be listed in the program catalog and/or emailed to students. When possible, material costs will be included in workshop registration costs, as described below.

ESSA will purchase workshop materials, to be included in tuition paid by students, at the following cost per student: \$

Please submit a list of materials you want ESSA to provide to students for your class.

Instructor will purchase/provide workshop materials, to be included in tuition paid by students. Instructor will be reimbursed at the following rate per student: \$

Students will purchase their own materials as follows, including estimated cost(s):

Optional Reading List: We depend on our faculty to recommend excellent books for our students. Please provide student reading materials below, if appropriate.