

# EUREKA SPRINGS SCHOOL OF THE ARTS

[www.essa-art.org](http://www.essa-art.org)

479-253-5384

## INSTRUCTOR APPLICATION AND WORKSHOP PROPOSAL FORM

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.*

## 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.

- Workshops generally run from 1-5 days in length, from 9 am to 4 pm.
- Workshops may be proposed for weekends or weekdays; weekends are preferred for shorter workshops.
- Local instructors may propose multi-week evening classes (i.e. once weekly for 6 weeks).

## Preferred Session & Dates:

FOR THE SPRING/SUMMER CATALOG (March 1 - August 30)

How many days is your workshop?

Preferred dates for your workshop:

Blackout Dates During this Period:

FOR THE FALL/ WINTER CATALOG (September 1 - December 15)

How many days is your workshop?

Preferred dates for your workshop:

Blackout Dates During this Period:

## 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 provide clarification of your proposal.

Provide brief responses to the following regarding your proposed workshop. These responses will be used by ESSA to prepare for your workshop and to create marketing materials if your proposal is accepted.

1. What is the maximum number of students for your class?
2. What will students create?
3. What general skills will students learn?
4. What kind of tools will students use?

5. What level is the class (All Levels, Beginner, Intermediate or Advanced)?
6. Is prior experience necessary?

*Please provide all requested material and supply information on the Student Materials List on the following page.*

## **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.

## 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, at the following cost per student:

\$

(List quantity and type of materials you want ESSA to provide to students for your class, in “per student” quantities if possible.)

☐ Instructor will purchase/provide workshop materials. Instructor will be reimbursed by ESSA at the following rate per student: \$

(List the materials that you will bring for use by your students.)

☐ 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.

## **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 extremely 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:** [program@essa-art.org](mailto:program@essa-art.org)
- **Mail to:** Eureka Springs School of the Arts, PO Box 657, Eureka Springs, AR 72632