

# 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:	

**Proposed Workshop Title:** \_\_\_\_\_

### **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.*

**Workshop Length in Days:** \_\_\_\_\_

- *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).*

## Workshop Details:

Provide brief responses to the following questions 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 level is the class?  All Levels  Beginner  Intermediate  Advanced
3. Is prior experience necessary? \_\_\_\_\_
4. What will students create?

5. What general skills will students learn?

6. What kind of tools will students use?

## 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. Check the box that corresponds with the material source, provide the correct price per student, and list all materials necessary to attend the workshop.**

*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):

## Instructor Biography

Have you taught a class or classes at ESSA before?  Yes  No

*If not, please 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.*

## Preferred Session & Dates:

SPRING/SUMMER CATALOG (March 1 - August 30)

FALL/ WINTER CATALOG (September 1 - December 15)

Please enter dates where you will be unavailable:

## Attachments and Supplemental Materials:

Along with your completed application please submit a 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! Please be sure that the image is sharp and the subject you are photographing is on a blank and/or neutral background without distractions. Use bright, indirect and undappled light and confirm that the object fits fully within the frame. For catalog and marketing photos you can also bring your piece(s) to ESSA and we will happily take photos of your work.

- 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