



# Teaching Artist Application Packet Fall 2023 and Winter 2024

Workhouse Arts Center

Email: [registrar@workhousearts.org](mailto:registrar@workhousearts.org)

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# WELCOME TO WORKHOUSE ARTS

Thank you for your interest in teaching at The Workhouse Arts Center! We are always interested in collaborating with artists who can bring new perspectives to our program. The Workhouse Arts Center believes that an arts education is essential to an individual's perception and understanding of the world in which we live. Creative learning enables students to interpret these perceptions in visual or performative form. Art education teaches students to respect and appreciate their own interpretations and those of others. Our program allows every student to increase positive attitudes towards self, others, and the environment through creative experiences. The Workhouse Arts Center provides art instruction that helps develop basic art skills, encourages visual awareness, and promotes intellectual growth and creative self-expression.

*“The Mission of the Workhouse Education Department is to present original and innovative educational programs for youth, families, adults, and educators designed to foster an appreciation, understanding, and knowledge of visual and performing arts.”*

## WHAT WE'RE LOOKING FOR

The Workhouse Arts Center teaching artists include both professional artists and professional educators. We are looking for artists doing interesting work who are also excellent teachers. Class proposals should meet the following criteria:

1. They instruct on a fine arts medium, visual or performing.
2. They help to fulfill the mission of and fill a need for the Education Department.
3. They teach students how to navigate the creative process.

Fall 2023 Quarter: September 18<sup>th</sup> – November 19<sup>th</sup>, 2023

Winter 2024 Quarter: January 8<sup>th</sup> – March 10<sup>th</sup>, 2023

Proposals Due July 3<sup>rd</sup>, 2023

# GENERAL INFORMATION

## EDUCATION PROGRAM CONTACTS

- Aubrey Lisowski, Director of Education
  - 703-584-2934 | aubreylisowski@workhousearts.org
- Shannon Smith, Education Coordinator
  - 703-584-2971 | shannonsmith@workhousearts.org



## MARKETING AND ADVERTISING INFORMATION

The Workhouse Arts Center will advertise the catalog of classes and workshops through a variety of means (including but not limited to web, eblasts, community calendars, and local display). Additionally, classes and workshops that are tied to site-wide events (such as Workhouse Education Open House, onsite festivals, etc.) also receive marketing connecting it to the site-wide event. Individual classes, workshops and teaching artists will not receive specific individual marketing campaigns. You are your own best marketer! If you are accepted to teach at the Workhouse it is expected that you take an active role to spread the word to all past students, post personal website links to your classes, maintain your own personal e-blast or mailing list, print your own flyers for distribution and social network your classes as much as possible. Tell people you're here!

## OTHER PROGRAMS OF INTEREST

Art of Movement (AOM): Fitness program offering classes in Yoga, Pilates, Tai Chi, Dance etc.

Carol Stehl, Director of AOM: 703-584-2965 | carolstehl@workhousearts.org

# ARTS EDUCATION OVERVIEW

Arts courses consist of concentrations in the following program areas:

1. Drawing & Design (Charcoal, mixed media, ink, figure, etc.)
2. Mixed Media (A range of media used in one class)
3. Painting (Acrylic, oil, watercolor, portrait, plein air, etc.)
4. Photography (Digital photography with editing/finishing, etc.)
5. Textile & Fiber Arts (quilting, batik, embroidery)
6. Ceramics (Wheel-throwing, hand-building, special topics)
7. Glass (Soft, borosilicate, flameworking, fusing, stained glass)
8. Youth & Teen specific (all media welcome)
9. Culinary (Baking, cooking 101, special cuisine workshops)
10. Theater (Improv, youth theater, etc.)

The Workhouse Arts Center has twelve art classroom spaces that have been outfitted with various classroom equipment including easels, chairs, stools, tables, carts for visual art classrooms, a Digital Media Lab with fifteen Dell PC's with Adobe CC and an EPSON photo printer, and three dance studios for theater and dance classes. Not all Visual Arts Classrooms are equipped with water/sink access inside the classroom, however every building that houses a classroom does have sink/water access located in the rear of the building dedicated to classroom needs. The ceramics building has an open studio space with wheels, cubbies for student work, and a table for hand-building. The glass building has two classrooms, one for flat glass and one for flameworking.

Classrooms range in size from 440 sq. ft. to 650 sq. ft. The smallest classroom spaces hold approximately 9-12 students while the largest classroom spaces can hold 20 students max. Every space has electricity and Wi-Fi access. All but two of our classrooms are "open air" ceilings meaning they do not have a dropped, covered, isolated classroom environment, but rather only four walls and a door that separates them from working studio artists. This is important to note because teachers and students must be respectful of noise (language and electronics) so as not to disturb working studio artists.

The Workhouse has one Culinary teaching kitchen that holds no more than fourteen students. Gas with outside hood ventilation has not been equipped in this space so the kitchen has been outfitted with two electric stove/ovens with overhanging exhaust hoods. The classroom also contains five stainless steel, waist-high, 6' cooking tables, a variety of cooking utensils, pots, pans, mixers and more. The classroom also contains a fridge, sink, dishwasher and disposal. Culinary teachers must adhere to a stricter cleaning schedule and policies due to the nature of their craft and are expected to work together to keep the space clean, and safe for food handling.

# HOW TO SUBMIT A PROPOSAL

## ✓ *What to Submit:*

1. A description of the class/workshop in the approved formatting. Only digital requests will be reviewed, please no hand-written proposals. (see attached proposal template)
2. New Teaching Artists - Resume, Cover Letter, Artist Bio, Teaching Philosophy, Images of artwork
3. Returning Teaching Artists - please review your proposals and amend with new start and end dates.
4. New Teaching Artists will always need to fill out a return a W-9 and Background check form (provided upon acceptance of class proposal).

## ✓ *Who do I submit proposals to?*

Education Program Office → [registrar@workhousearts.org](mailto:registrar@workhousearts.org)

(Please indicate which program you are submitting for, in the subject line of the email.)

## ✓ *How do I know if my proposal has been accepted?*

You will receive a confirmation that your proposal(s) have been received by email. You must provide an email address if you wish to be considered as a Workhouse Arts Center instructor. If your proposal is not accepted, you will be contacted with an explanation.

## ✓ *Why was my proposal not accepted?*

- **Conflicting time slot:** Classes with a history of successful enrollment will be given right of first refusal for a given time slot. If you have submitted a proposal with a conflicting day/date/time, we will contact you for alternate possibilities.
- **Incomplete submissions:** proposals must contain all requested information to be accepted. If a submission is incomplete, we will contact you for additional information.
- **Successful submissions will portend financial viability** for sustaining allocation overhead, in an effort to maintain classrooms, utility costs, and general maintenance of public and shared areas. Classes which maximize the financial potential for the Workhouse will be given priority.
- **Successful submissions will best match the mission of The Workhouse Arts Center Education Department and must match the criteria for classes (see page 3).**

# COMPENSATION: WEEKLY CLASSES

## TUITION FOR WEEKLY CLASSES

The chart below illustrates what the **student will pay in tuition** for a weekly class.

WEEK S						
HOURS	4	5	6	7	8	9
1	\$105	\$110	\$120	\$125	\$135	\$145
1 1/2	\$120	\$130	\$145	\$160	\$170	\$185
2	\$135	\$155	\$170	\$190	\$205	\$220
2 1/2	\$155	\$175	\$200	\$210	\$225	\$235
3	\$170	\$200	\$220	\$230	\$240	\$250

## TEACHING ARTIST COMPENSATION FOR WEEKLY CLASSES

The chart below illustrates the **per student rate an instructor will receive** for a weekly class.

WEEK S						
HOURS	4	5	6	7	8	9
1	\$47	\$50	\$54	\$56	\$61	\$65
1 1/2	\$54	\$59	\$65	\$72	\$77	\$83
2	\$61	\$70	\$77	\$86	\$92	\$99
2 1/2	\$70	\$79	\$90	\$95	\$101	\$106
3	\$77	\$90	\$99	\$104	\$108	\$113

## GUARANTEED MINIMUM COMPENSATION SCHEDULES

The minimum number of students required to run a class is one (1). The Workhouse will pay teaching artists for four (4) students for any class that has enrollment under four (4) students.

## INSTRUCTOR COMPENSATION CALENDAR

The Workhouse Program Offices will submit check requests to the Finance Office. The Finance Office is then responsible for printing, signing and mailing the instructor checks. If you do not receive your check for instructional payment within one month of the below schedule, please notify the Finance Office at 703-584-2914.

50% due paid at end of 5th week of  
quarter; 50% due paid at end of 9th week  
of quarter

## EXAMPLES OF COMPENSATION

- 1) Instructor teaches a 8 week, three hour class at \$240 a single tuition. Instructor has a class student count of 12 students  
Instructor will receive \$108 per student = **\$1,296**
- 2) Instructor teaches a 5 week, 2 hour class at \$155 a single tuition. Instructor has a class student count of 6 students  
Instructor will receive \$70 per student = **\$420**

# COMPENSATION: WORKSHOPS

## TUITION FOR WORKSHOPS

The chart below illustrates what the **Student will pay** in tuition for a Workshop.

Days		
HOURS	1	2
1	\$30	\$45
1 1/2	\$40	\$65
2	\$50	\$85
2 1/2	\$60	\$105
3	\$70	\$125
3 1/2	\$80	\$145
4	\$90	\$165
4 1/2	\$100	\$185
5	\$110	\$205
5 1/2	\$120	\$235
6	\$140	\$255

## TEACHING ARTIST COMPENSATION FOR WORKSHOPS

The chart below illustrates what the **Instructor will earn per hour** for a Workshop at a minimum of one student.

Days		
HOURS	1	2
1	\$25	\$25
1 1/2	\$25	\$30
2	\$25	\$30
2 1/2	\$30	\$35
3	\$30	\$40
3 1/2	\$30	\$40
4	\$40	\$45
4 1/2	\$40	\$45
5	\$50	\$50
5 1/2	\$50	\$50
6	\$55	\$55

### INSTRUCTOR COMPENSATION BASE + PER STUDENT RATE

Instructors are encouraged to advertise and self-promote their Workshops in order to gain more students. For every one student beyond the base four (4) an instructor will earn the hourly equivalent per student. Please see **Examples of Compensation** below for an explanation.

The Workhouse Arts Center defines a "workshop" as a class that meets one to two times (like a weekend) and is specific to one topic, task, skill or project. Workshops should be designed to garner interest from students to enter a weekly class, to complete one project, or cover a special interest medium/method better suited for 1-2 days study.

The minimum number of students required to run a class is one (1). The Workhouse will pay teaching artists for four (4) students for any class that has enrollment under four (4) students.

### INSTRUCTOR COMPENSATION CALENDAR

The Workhouse Program Offices will submit check requests to the Finance Office the next business day after the Workshop has been completed. The Finance Office is then responsible for printing, signing and mailing the instructor checks. If you do not receive your check for instructional payment within one month of the workshop, please notify the Finance Office at 703-584-2914.

### EXAMPLES OF COMPENSATION

- Instructor teaches a 1 day, 4 hour workshop and has 7 students.  
A 1 day/4 hr Workshop base pay is: \$40 per hour x 4 hours = \$160  
Because the instructor has an additional *three* students the instructor would earn an additional \$40/student or \$120.  
\$160 + \$120 = **\$280**  
By attracting more students, the instructor's pay went from \$40 per hour to \$70 per hour
- Instructor teaches a 2 day, 5 hour workshop and has 10 students.  
A 2 day/ 5 hour Workshop base pay is: \$50 per hour x 10 hours = \$500  
Because the instructor has an additional six students the instructor would earn an additional \$50/student or \$300.  
\$500 + \$300 = **\$800**  
By attracting more students, the instructor's pay went from \$50 per hour to \$80 per hour



# COURSE POLICIES

**Skill Levels:** Classes are described by skill level, grade and/or age appropriateness. Skill levels include beginner, intermediate and advanced. Ages for youth classes are 5-15 unless otherwise specified. Young Adult is considered 16 years of age. Adult classes are for ages 18 and above.

**Supply Lists / Materials Fee:** Non-refundable materials fees will be automatically added to courses where materials are provided by the Workhouse. Some course listings will have fees listed to be paid directly to the instructor at the first course meeting. Some course listings will have a supply list attached to your reservation email. Please read your course listing carefully for these details.

**Cancellation Policy - Programs may only be canceled and/or rescheduled for the following reasons:**

- No enrollment for program: Programs with no students enrolled will be cancelled.
- Inclement weather: In the event of inclement weather, programs will be canceled no later than by noon, the day of the scheduled program. Programs will be rescheduled for a comparable future date and time. Contractor agrees to teach the rescheduled program in fulfillment of this contract.
- Facilities: Should there be an unforeseen circumstance with the facility not being able to accommodate the program safely and appropriately, the program will be rescheduled as soon as possible.

**Refund Policy - refunds will be made to registrants only in the event of:**

- Illness
- Financial hardship
- Unforeseen circumstances that prevent participant from attending class, such as loss of transportation or an emergency

Participants who request a refund due to unforeseen financial hardship must email the Director of Education the reasons the refund is being requested. The refund must be reviewed and approved by the Vice President, Programs & Operations before it is processed. Participants whose classes are rescheduled by the Workhouse will have a credit applied to their account. The credit must be used for another class within three months of the class that was canceled. If the credit is not used within three months, it will be considered a tax-deductible contribution to the Workhouse Arts Education Program. No shows will not be refunded or transferred to another class.

**Late Registration, Transfer's, and Missed Classes:** A \$10 late fee is added to any course registration received after its first meeting. (Late registrations are only allowed for classes that do not have full enrollment.) All transfers must be made prior to the second meeting of the class. Should a student miss a class due to personal conflicts, sickness or prior engagement, Workhouse instructors are not required to offer make-up lessons to that student. Neither the Workhouse nor our instructors are responsible for a student's personal schedule and how that may affect the student's class attendance.

**Workhouse Policy:** Students enrolled in courses are required to obey all safety standards and policies established by instructors. Some media carry inherent hazards, which will be discussed by instructors at the first class meeting. The Workhouse is not liable for any personal injury or loss of property, including art work belonging to any student. No student will be denied admission based on race, sex, or ethnic origin. However, because of the need for group cooperation in classes, the Workhouse reserves the option of refusing admission to any person deemed incompatible with any class group due to disruptiveness, or for any impediment to the learning process of the group.

**Weather Policy:** In the event of inclement weather, WAC will make a decision regarding closure and will update our website and Facebook page to reflect the status of our campus. Please note that our closure policy, while informed by Fairfax County Government, will not always reflect the same closure status. We will make good faith efforts to reschedule and provide make-ups for classes canceled due to weather or emergency conditions, however If the student cannot attend the rescheduled course, you have the option of a refund, transfer, or tax-deduction for the remainder of the course.

**Workhouse Holidays:** New Year's Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Veterans Day and Christmas. These holidays, weather-related closures, or any additional days designated by the instructor may require make-up dates to be scheduled with students.