



Sonoma Community Center

Proposal for Course/Workshop

Today's Date _____

Contact Info

Name: _____

Street Address: _____

City/State/Zip: _____

Home Phone: _____

Cell Phone: _____

Email Address: _____

Website: _____

Course/Workshop

Title: _____

Description: (one paragraph)

No. of sessions: _____

Hours per session: _____

Age group: (circle one)

Child

Young Teen

Adult/18+

Level: (circle one)

Beginning

Intermediate

Advanced

Availability When are you available to teach?

Weekday mornings _____

Weekend mornings _____

Weekday afternoons _____

Weekend afternoons _____

Weekday evenings _____

Weekend evenings _____

Beginning on: _____ / _____ / _____

Class Size: Suggested maximum number of students for class? _____



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Materials

Please specify materials and equipment required for instruction:

Include your materials list for students here. Please be specific, even with basic tools.

Imagery (Required)

Please submit one (1) high res photo for consideration in the course catalog. The image should represent what you will be teaching.

Instructor Info: Please provide a bio of 3-4 sentences here including professional accomplishments:

_____ Please attach your resume.

Return to:

Sonoma Community Center
276 East Napa Street
Sonoma, CA 95476

Attn: Liz Treacy

liz@sonomacommunitycenter.org



Sonoma Community Center

Guidelines for Teaching Contractors

Sonoma Community Center's arts education program provides a broad range of classes and workshops to the people of Sonoma Valley. Our curriculum includes courses that focus on foundational skills in fine art, ceramics, music, theater, movement, and sustainable living.

Responsibilities

- Teach dynamic, high quality classes and workshops for a diverse student community
- Work with the program manager to advance, develop and update curriculum
- Share responsibilities for class promotion, in coordination with SCC staff
- Work collaboratively with SCC instructors, administrators and partners
- Art instructors: assist with promotion of SCC annual student art exhibition

Qualifications

- A BFA/BA is preferred, but candidates with significant professional experience are welcome to apply and will be considered.
- A minimum of three years experience producing work in their area of creative expertise
- Two years of teaching experience or equivalent
- The ability to effectively manage a collaborative classroom in which all students, including special needs and at-risk students, have membership

Application Process

The Center now schedules classes on a quarterly basis:

- Deadline for Summer proposals: **March 19**
- Deadline for Fall proposals: **June 1**
- Deadline for Winter proposals: **October 3**
- Deadline for Spring proposals: **December 3**
- To apply, please submit a written class proposal including a resume and examples of work.
- Class proposals are evaluated by committee; candidates will be interviewed upon invitation.

Policies

- Teaching agreements cover specific timeframes. Class renewals are offered by SCC based on program needs and confirmed by written agreement. Submitting a proposal is not a guarantee of teaching.
- Classroom assignments are made by SCC and subject to change.
- SCC is an equal opportunity employer and does not discriminate on the basis of race, color, citizenship status, national origin, ancestry, sex, sexual orientation, age, religion, creed, physical or mental disability, physical handicap, medical condition, marital status, veteran status or political affiliation.