

Teaching at the Village Gallery of Arts

VGA instructors are independent contractors, not *employees*. This is an important distinction. Please read the payment policy at the end of the CLASSES page on the VGA website, which should help explain this. As an instructor at VGA, you determine the fees for your own classes, pay a nonrefundable \$25 fee each time you book a class or workshop (unless it's free) and invoice the gallery for payment when you have taught your class. These instructor fees are paid at the front desk. The Gallery Assistant needs to enter it as INSTRUCTOR FEE, \$25, and include the name of your class & the month in the notes. *Save the transaction # on your receipt! You will need it on your invoice form when getting paid.*

To get started, complete and sign the Independent Contractor Agreement (ICA) then scan & send it to (support@villagegalleryarts.org) or deliver it to the Education Mailbox at the gallery. Complete & sign page 1 of the W9 and put this in a sealed envelope, addressed: Confidential—Treasurer and put it in the Treasurer's mailbox. If you earn \$600 or more in a calendar year, you will pay taxes on your earnings from VGA.

If you will be teaching children, you must pass a background check at your own expense. Sally Boyd, (samlboyd13@gmail.com) 2nd vice president can help with the process.

For class description examples, review classes on the website. Your non-refundable fee for the class covers room use, advertising & any administrative costs. The gallery advertises in a number of outlets & publications to promote your classes. The publication deadline for classes is the 7th of each month. You can submit classes at any time for the website but to make the cut for the newsletter and any publications it must be in by the 7th or it will sit until the following month.

Class descriptions go to the class scheduler, Jane Wilson (janeWilson1949@outlook.com). Please cc Kathryn Oliver-Garnett, who is in charge of publicity (kathryn@garnetts.net). The newsletter editor will pull the classes directly from the website. Your description must include the following information:

Your name & class title

Date & time of the class

Day(s) of the week that it meets & # of class meetings (e.g. "4 Thursdays")

Cost (Members/Non-Members) (Workshops meet 1-2 sessions & are a flat cost; Members are discounted \$5 per session for classes that meet 3 or more sessions. e.g. a 4-session class that costs \$180 for non-members would cost \$160 for members)

Minimum & Maximum # of students

A short description of your class

Optional: Supply list

Artist statement or biography

- All text should be completely unformatted. No bolding, no underlines, no italics, no tabs, no ALL CAPS, only a single carriage return spacing between each paragraph. Text only and it should all be the same font which is Gill Sans MT font size 12.
- Please send one separate jpeg image.
- Please name your image to match your class.

Don't forget to check the Gallery Calendar for available dates and times!

About supply information:

You can provide a supply list for your students or provide the supplies yourself. You can charge the students a supply fee, payable *to you* on the first day of class. Make this clear in the description. It is not advisable to add the supply cost to the class fee as your share of the fees *are taxable*. I am sure you do not want supply reimbursements counted as income.

The newsletter will carry only the bare bones information. A full description, supply list & artist info generally only appear on the website on the registration page.

Getting paid:

When you have completed your class, or are about to, ask the Education Coordinator for an invoice form. Save this on your computer & use it as a template. It is based on an Excel Spreadsheet & has formulas embedded to calculate payment. Fill out the information as it pertains to you & your class. Be sure to include the receipt # from paying your Instructor Fee. Save & send to Sally Boyd. She will check it & forward it to Asst. Treasurer, Jeannine Bamberg, who writes the checks once a month.

The Education Team meets virtually on the 1st Wednesday of each month, via Zoom.

These meetings are primarily, but not solely, focused on the Instructional Team that plans & delivers the Children's Classes. All teachers are welcome; please let the coordinator know if you want to be on the email list. You will receive an agenda, Zoom link and then minutes after the meeting.

The team also plans free educational events almost every month! We welcome volunteers. These are intended to be light duty, supervision activities—not really teaching. Most are drop-in, make & take sessions.

Need help with forms, questions or anything else?

- Ask the coordinator or Sally Boyd.
- Ask a teacher if you would like to sit in to observe a class to see how they handle it.
- Attend an Education Team meeting & ask questions during the roundtable.