



WALLKILL RIVER SCHOOL

Fine Art Gallery & Art Instruction • Hudson Valley New York

2021 TEACHING ARTIST POLICIES

Revised 09/21/2020

Part of our mission as a nonprofit is to create economic opportunities for artists. We want you to make a living from your art! We will work with you to make your classes a success.

Teacher Meetings

Teacher meetings happen twice a year and are opportunities to discuss ideas and concerns with staff and board members. You are encouraged to attend as we value your opinions.

Organization and Membership

As a 501(c)3 non-profit corporation, our organization is a public institution. We have a small staff who is supervised by an Executive Director (ED), Sarah Pierson, who handles the day-to-day operations. The ED reports to the Board of Directors. The Board of Directors is composed of members who are elected by their peers at the annual members meeting. You are welcome to attend board meetings which take place monthly.

You do not have to be a member to offer classes, however, you are encouraged to join. If you join as a Basic Member we will do a courtesy upgrade of your membership to Artist Level. Teachers who teach classes 10 months out of the year will receive an Artist Level Membership automatically at no charge.

Benefits of Artist Level membership for teachers include:

1. Membership card with discounts at art supply stores.
2. Eligible to vote at the annual meeting
3. Eligible to run for the Board of Directors
4. Member discounts on tuition for some workshops and classes
5. Exhibit in the monthly hallway theme
6. Hanging fees waived for up to two pieces per juried show
7. Eligible to request a stairwell or kitchen exhibit at no charge
8. Teachers who generate over \$10,000 in tuition will be eligible for a solo exhibit every two years.
9. Occasionally we will have additional teaching and exhibit opportunities for offsite shows, Teachers Exhibits, etc.

Classes and Workshops

Teaching Artists (Teachers) can propose classes at any time. Class proposals must include:

Title of Class

Photo of the teacher (jpg)

Class Photo: minimum of one quality photo which exemplifies the work to be done in the class (1-12 jpegs)

Description of class (1-2 paragraphs)

Materials list or specify that materials will be included

Pricing, regular price & member price (and materials price if included)

Dates & Times, to be approved by WRS

Quarterly class request form completed

Class scheduling depends on availability of the time and space on the gallery calendar of events. WRS will coordinate scheduling and make the final decision on any conflicts over gallery space and time.

WRS reserves the right to cancel or decline to list a class for any reason at any time.

Teachers must lead the class which they propose. If a teacher is unable to teach their class, the class will be cancelled with the exception of the Children's Summer Art Programs and Sip and Paint Parties. Please see cancellation and refund policy below.

If materials are to be provided, the details must be worked out in advance with WRS so that all parties are clear about what will be provided, who is buying the materials and what portion of the tuition collected will be reserved for materials. We have some supplies and kits available for fees. Providing materials can encourage students to enroll.

Classes will be listed on the Wallkill River School website (www.wallkill.art and www.wallkillriverschool.com)

WRS will work with you to list the class. Try to provide all required information at one time as multiple requests for missing information can severely delay the process. We will include classes in our promotion materials and social media. Successful teachers also promote their own classes and cultivate their students. Listing a class at WRS does not guarantee you will have attendees.

Tuition is collected on the WRS website with credit cards and cash, check and credit card at the reception desk during open hours. Keeping attendance records is the responsibility of the teacher. WRS provides an attendance binder which teachers are encouraged to use. All classes should be paid for in advance of the class and teachers should direct any students who have not paid to pay online on the spot or see the receptionist if the desk is open. Students may also pay with cash or check by depositing the money in the after hours security box with a detailed note about what they are registering for. WRS will attempt to collect unpaid or incomplete tuition. Teachers will be paid for late tuition payments on the next payment cycle.

Teachers will be provided with a detailed list of registrations, their payment breakdown and a check after the month closes. Checks are normally available 10 days into the following month and are held at the reception desk unless other arrangements are made. Checks are computed by the following method:

Materials fees are deducted from the tuition and either passed to the teacher or withheld for WRS depending on the prearranged agreement.

4 + students	Teacher is paid 50% of tuition after materials
3 students	Teacher is paid 60% of tuition after materials
2 students	Teachers is paid 70% of tuition after materials
1 student	Teacher is paid 80% of tuition after materials

We pay on a sliding scale for small classes because we want to encourage teachers to hold classes even if there is low enrollment. It can take a while for new teachers to cultivate a following and for students to get off the fence and register for a class. Frequent cancellations damage the reputation of our school and can discourage students from signing up in the future. That said, you may cancel a class if it has fewer than 4 registrations.

Online Classes

Online classes are managed in the same way as in-person classes when they are exclusive to Wallkill River School. If classes are not only marketed and paid through WRS, we will split the tuition collected at 50% rather than on a sliding scale.

We have internet, a Google Meet account and video and lighting equipment available at the school for conducting online classes. Your use of the equipment must be reserved in advance and is booked on a first-come, first-served basis. We will help train you on the equipment, but we will not have staff available for technical support during your class.

Private Lessons

WRS offers private lessons with many of its Teaching Artists. When a request is made for private lessons, WRS will gather basic information and scheduling from the student and pass the information on to the teacher. The teacher will contact the client directly to schedule the time. Classes will take place at WRS with very few exceptions. If classes take place outside of staff hours and the student is under 18, the parent is required to wait inside the building (for everyone's peace of mind). Private lessons are charged by the hour and are paid at 80% of tuition collected.

Children's Summer Art Program

Summer programs typically run Monday – Friday either 10-12:00 PM or 1-3:00 PM and are \$135/week. WRS withholds \$10 to cover materials and credit card processing. The remaining \$125 will be paid out to the teacher on the same sliding scale as regular classes. WRS will provide up to \$5 per student in general materials such as paint, paper, pencils, glue. Materials must be approved before your summer class can be posted. If you are unable to hold your class or decline to teach it due to low enrollment, WRS may find a suitable substitute teacher for the class or transfer the students to another class.

Plein Air Classes

Plein air classes (classes held out-of-doors) can be offered anywhere you wish, on any topic you wish and we will promote it as we would any other class. When choosing a location, keep in mind access to restrooms and the difficulty of the terrain. Locations with access to rain cover are recommended so classes can take place rain or shine. It may be possible to borrow the WRS 10x10 pop-up tent; inquire ahead of time. You are responsible for meeting your students and making sure you are visible to them on site. Plein air participants are given directions and a cell phone number to call if they get lost.

Sip and Paints

The client chooses the image they would like to paint from our website and the teacher who made the image is contacted to reserve the date. If you must cancel a sip and paint that cannot be rescheduled, another teacher will be substituted to paint your design. Otherwise, your design is your intellectual property and will not be used by other teachers without permission.

You are responsible for setting up and cleaning up after the sip and paint. If it happens in another location, you will need to pick up supplies, easels, and aprons from WRS and transport them to that location and back.

Always act appropriately during Sip and Paints, do not drink, or become irritable with clients, be patient and tolerant. If the clients act inappropriately, the teacher may end the class and WRS will refund the tuition.

Cancellation and Refund Policy

Students must cancel their registration 3 days in advance of the scheduled class if they would like to receive a full refund for the tuition. Cancellations made within 1-2 days of the start of class will receive a 50% refund. The partial tuition will be split between the teacher and WRS as normal. Same day cancellations will not be refunded. Teachers can provide make-up days at their discretion; it is not required.

Classes may be cancelled due to circumstances outside of WRS's control, such as inclement weather, power outages and teacher illness, among others. In these cases, tuition will be refunded (prorated for the day if it is a series) unless there was a published "snow day" in the class listing.

Class cancellations will be announced via email by the teacher or WRS staff, as far in advance of the class as possible. Emails will be sent to the address provided during registration. We may use additional means of communications such as phone, social media or our website, but those are merely supplemental, and we do not guarantee that we will use them.

If we do not receive a minimum of 4 fully paid registrations 24 hours before a class is scheduled, the teacher may cancel the class at his or her discretion.

If a teacher is unable to teach a Children's Summer Art Program, we will try to place a substitute teacher in the class and only cancel if we cannot find an appropriate teacher.

Teacher Responsibilities

WRS advertises your classes on our website, Facebook, eblasts, and printed materials. You are expected to also promote your own classes and a positive image of the Wallkill River School. We do not guarantee enrollment in your classes.

You have access to WRS's website and can monitor your class attendance and enrollment. It is up to you to make sure that the attendance is accurate so that we can pay you accurately.

WRS supplies the space, equipment (easels, tables, chairs, etc.) for your classes but does not set up or clean up classes. Set up and clean up are your responsibility; make sure you are physically capable of doing this, or arrange, prior to the class, for someone to do this on your behalf.

Teachers are responsible for setting up the classroom 30 minutes prior to the start of class and cleaning up after the class so that the classroom is ready for the next teacher. This includes washing any dishes or brushes. All equipment must be put away properly.

It is suggested that you do not touch a student's artwork without their permission; some people can be offended by a teacher altering their work, some students welcome it. You need to communicate with your students to determine what is best for them.

Ending with a group critique helps students to get peer feedback and helps them develop their own observational skills and ability to talk about art. We highly recommend it.

We encourage you to ask your students for permission to photograph them or their work for use on social media. It flatters the student and advertises your class at the same time.

Professional Conduct

Be respectful and courteous in all interactions with students, customers and staff, including respecting the cultural, religious, and economic differences, ideas, and values of students, customers and staff. Communications with students should take place through WRS whenever possible. Avoid unsupervised situations. Do not engage in any inappropriate communication with students such as verbal abuse, swearing, conversations that refer to sexual content or drugs, or racist, sexist, or homophobic language.

Dress Code

As a professional art gallery and as a teaching institution, staff, teachers, interns and volunteers must dress in a way which reflects well on the professionalism of the Walkkill River School. We require business casual dress. Outfits should look planned, polished and neat. The following limits and recommendations are basic, common sense and are by no means exhaustive. If an outfit is deemed to not be appropriate, you will be asked to change.

Specific Guidelines:

- No low-cut shirts or blouses.
- No shorts unless you are teaching out-of-doors
- Shorts and skirts should be close to the knee and never past mid-thigh.
- No bare midriffs, provocative cut outs or crop tops.
- Jeans in good repair are acceptable (“fashionably distressed” are probably not appropriate)
- Use caution about wearing excessively casual styles and materials such as: sandals and flip flops, sleeveless shirts and tank tops, knit pants and flannel.

Dress colorfully, expressively and stylishly within these guidelines but be mindful of the expectations of our customers and parents. If you are unsure about an outfit, it is probably not appropriate.

Confidentiality

While offering classes at WRS, Teachers may become aware of sensitive information, including, without limitation, information about students, business strategies and mailing lists. Teachers will not disclose to any third party any confidential or proprietary information for any purpose other than as needed to offer their classes at WRS and not without prior written consent from Walkkill River School.

Conflict of Interest Policy

Teachers do not have an exclusive arrangement with WRS. Teachers are free to teach in other programs or out of their own studio and this agreement does not guarantee that WRS will provide future teaching opportunities to the teacher.

Walkkill River School directs significant time and money toward advertising and cultivating satellite locations and students. While teaching at WRS, our teachers agree not to compete with WRS directly by offering classes in the same town where we are already offering classes or to approach our satellite locations about offering classes independent of WRS. If we introduce a teacher to a student, especially a private student, all tuition should go through WRS. If a teacher wants to offer a class in one of our geographic areas, we would like it offered as a Walkkill River School class. If an artist has a pre-existing relationship with a competing venue, they should notify WRS in writing so there are not any misunderstandings. WRS will stop working with a teacher or venue who breaks this agreement.

Walkkill River School locations for 2020 are Montgomery, NY, Washingtonville, NY and Nailed It! Hardware in Washingtonville, NY.

Photo Release

Teachers agree to give Walkkill River School, Inc. (WRS) permission to use their name, likeness, image, voice, and/or appearance as such may be embodied in any pictures, photos, video recordings, audiotapes, digital images, and the like, taken or made on behalf of WRS. Teachers agree that WRS has complete ownership of such pictures, etc., including the entire copyright, and may use them for any purpose consistent with WRS’s mission. These uses include, but are not limited to illustrations, bulletins, exhibitions, videotapes, reprints, reproductions, publications, advertisements, social media and any promotional or educational materials in any medium now known or later

developed, including the Internet. Teachers acknowledge that they will not receive any compensation, etc. for the use of such pictures, etc., and by signing this agreement release WRS and its agents and assigns from any and all claims which arise out of or are in any way connected with such use.

Copyright

Teachers retain copyright to their artwork and teaching examples. Teachers agree to allow WRS to use reproductions of their work for advertising and promotional purposes only. Ownership of student-created work will reside with the students.

Insurance and Indemnification

WRS carries liability insurance in the event on an accident or injury on premises.

Teachers will defend, indemnify and hold WRS and its directors, officers, employees, agents, and assigns harmless against all claims, liabilities, losses, damages, and expenses, including, without limitation, attorneys' fees, which arise directly or indirectly from the Teacher's performance under or breach of this agreement; or students' participation in the class.

Relationship

Teachers at WRS are independent contractors. This relationship does not create a partnership, joint venture, employment, fiduciary, or similar relationship for any purpose. As an independent contractor, Teachers will not be entitled to or eligible for any benefits that WRS may make available to its employees, including, without limitation, coverage under any health, liability, or other insurance policies.

Teachers will receive a 1099 statement in January following any year where they were paid over \$600 by WRS. There is no tax withholding on this type of income. Please consult your accountant and plan for any tax liabilities you may incur on this income.

A teacher may terminate this agreement at any time by giving written notice to WRS.

Thanks for being a part of our community here at Wallkill River School. We appreciate your efforts and we are anxious to work with you to create a vibrant and engaged art community! Let's succeed together.

I have read and understand the 2020 Teaching Artist Policies:

Teaching Artist

Name: (Please Print) _____

Cell Phone: _____

Other Phone: _____

Email: _____

Address: _____

Signature: _____

Date: _____