

## Landing a teaching Gig

# Tips to Impress

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### Are you Ready?

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- How knowledgeable are you in your subject matter?
- How long have you been practicing in this medium?
- Are you active in the community in your field of interest?
- Do you enjoy personal interaction with strangers?
- How organized are you?
- Are you willing to share the knowledge, tips, & secrets you have learned?
- Are you prepared for students to copy your personal work?
- Are you enthusiastic about your work and can you instill that in others?
- If you have not taught before, are you willing to volunteer as a teacher's assistant?

### Where/whom do you want to teach?

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- DO YOUR RESEARCH!
- Study course offerings
- Visit the center or school
- Talk to other participants/ employees

### Preparing the Presentation

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- Create your unique course proposal
  - Different (or compliments) from what is currently offered
  - Reference *Program Development Outline*
  - Include a course syllabus
  - Have references ready if requested
- Polish your "Show and Tell"
  - Assemble a portfolio that represents your body of work
  - AND/OR
  - Create a professional looking website that represents you as an artist and an instructor

### Make the Call – Get the Meeting

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- The Call
  - Contact employee responsible for class programming
  - Express your interest in teaching and very briefly explain your course proposal idea.
  - Ask for a meeting.
- The Meeting
  - Be on time.
  - Be prepared to talk about your art experience.
  - Be prepared to talk about your teaching experience and teaching style.
  - Be flexible and open to suggestions.
  - Send a follow-up Thank you Note expressing your interest.

[Type text]

This handout is from Visual Art Exchange's Business of Being an Artist (BOBAA) series. For more information visit [www.visualartexchange.org](http://www.visualartexchange.org).

# Program Development Outline

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**Date Submitted:**

**By:**

**Name:**

**Address:**

**Home Phone:**

**Cell Phone**

**Email:**

**Heading:** (the larger field or medium example: Painting or Pottery)

**Proposed Program Title:** (your class title. Can be fun, catchy, clever or simple. What is the style of the presenting organization?)

**Program Description:** (This should be a description suitable to be published in a programming brochure. I like detailed descriptions that layout what topics/skills will be covered in class. A longer description is better than a short one – it can always be edited)

**Goals and Objectives:** (As an instructor what do you hope students will achieve in this class?)

**Specific Goals:** (What skills or useful concepts will students acquire?)

**Benefits:** (How will this class be beneficial to students and/or the presenting organization?)

**Program Justification:** (What identified need will this class address?)

**Target Group:** (Identify ages, or defined group – example: families)

**Length of class/program:** (include how many sessions, length of sessions)

**Proposed Program Days/Dates:** (your preference and/or availability)

**Location(s) at facility:** (what rooms or spaces are required for the class?)

**Equipment and Supplies (with prices) provided by presenting organization:**

(Be specific and thorough. Include where supplies can be purchased)

**Equipment and Supplies (with prices) provided by students:**

(Be specific and thorough. Include where supplies can be purchased)

**Additional Staffing required:** (include any staffing needed besides you as instructor)

**Instructor's credentials, training and certifications:**

**Instructor's proposed rate of pay:** (What so you feel is a fair wage for your services. How do you wish to be paid? By the student? Hourly wage, Flat rate? Be honest. Be flexible)

**Other costs associated with program:**

**Proposed maximum number in class:**

**Proposed Minimum:**

[Type text]

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