



Date: \_\_\_\_\_

**City of Marquette Arts and Culture Center**  
(Located in the lower level of the Peter White Library)  
228-0472 or [arts-culture@mqtcty.org](mailto:arts-culture@mqtcty.org)

### ARTIST /TEACHER WORKSHOP FORM

Name: \_\_\_\_\_

Address (Street, City, and Zip): \_\_\_\_\_

Phone 1: \_\_\_\_\_ Phone 2: \_\_\_\_\_

Email: \_\_\_\_\_

Workshop Title: \_\_\_\_\_

Age range of students in class: \_\_\_\_\_ Maximum number of registrants in class: \_\_\_\_\_

Class Prerequisites (if applicable): \_\_\_\_\_

Please include with your application:

1. A résumé or CV listing your teaching credentials and artistic experience. Please include three references.
2. Write a detailed description of the class to be used for our brochure (250 words): Please email this description either in the message body, or attached as a Microsoft Word document.
3. Write a brief description of class to be used for media promotion (75 words): Please email this description either in the message body, or attached as a Microsoft Word document.
4. Please include photos of one to three examples of your work, demonstrating what will be featured in the class. You may also include a photograph of yourself, which upon acceptance of application, will be used for promotional purposes in our brochures and related press releases.

This class will meet (check one):

\_\_\_\_\_ Once a week for FOUR or SIX weeks (circle one) on your preferred day (circle one – please also note a second day of the week that will work for you):

| Sunday   | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--|--------|---------|-----------|----------|--------|----------|
| Preferred time range: _____ a.m. or p.m.             |        |         |           |          |        |          |
| Second next preferred time range: _____ a.m. or p.m. |        |         |           |          |        |          |

\_\_\_\_\_ One day only on the following day: \_\_\_\_\_, \_\_\_\_\_  
Day of week First preferred month and day of month

Please list other available dates: \_\_\_\_\_  
Preferred time range: \_\_\_\_\_ a.m. or p.m.  
Second next preferred time range: \_\_\_\_\_ a.m. or p.m.

\_\_\_\_\_ Other: (please specify) \_\_\_\_\_

Instructor Expectations: As an instructor, independently contracted by the City of Marquette Arts and Culture Center, you are responsible for following these guidelines

1. Upon initial acceptance of application, instructors are given a 24 hour period in which to respond, unless prior arrangements or notice of absence has been given by the teacher to the MACC.
2. Instructors consent to the reproduction and distribution of the images provided in their application submission for promotional advertising of their classes.
3. MACC reserves the right to edit class description and biographical text submitted by the instructor.
4. Upon acceptance of application, instructors will visit MACC to review agreement and sign contract, receive a brief orientation of the art center, and make any final arrangements prior to the class' start date. Teachers must visit the MACC no later than 15 days prior to the class' start date.
5. Sole proprietor and W-9 form must be filled out in completion prior to teaching at MACC facilities.
6. MACC instructors will participate in the promotion of their class, via social networking and email contacts.
7. MACC approval is required on all advertising and publications not produced by the MACC.

MACC Expectations: City staff will host and coordinate the classes, and MACC agrees to meet the following guidelines,

1. MACC agrees to provide adequate space for the specified workshop to take place.
2. MACC will provide tables, chairs and other specified tools/accessories, within reason for the scheduled workshop.
3. MACC will make appropriate arrangements for supplies and materials for the class, if needed. If teachers supply materials, they will be reimbursed after the class has ended.
4. MACC will include the instructor and class description in that term's brochure publication.
5. MACC will include the instructor and class description in any other additional advertising that it sees fit. This includes, but is not limited to, newspaper publications, online social networking outlets, television and radio programming, and print advertising.

Please email, mail or deliver application to the contacts listed below.

City of Marquette Arts and Culture Center  
217 N. Front St. Marquette, MI 49855  
(906) 228-0470 or (906) 225-4020  
arts-culture@mqcty.org