

## OFFICIAL VANCOUVER ARTS CENTRE WORKSHOP TUTOR INFORMATION

Vancouver Arts Centre is a vibrant community arts centre, gallery, and home to many local artists and arts and craft groups. The centre is dedicated to the delivery of an inclusive and diverse arts program for all sectors of the community across all art forms and support the presentation of a range of arts and cultural events, workshops, exhibitions and performances.

The Vancouver Arts Centre is committed to activating the centre by offering a range of creative workshops and classes for children and adults including; regular term classes, school holiday workshops and a range of one-off day and weekend workshops throughout the year. Applications are open year round to artists with experience in delivering group classes offering instruction and tuition in various art techniques using a wide range of mediums.

### KEY RESPONSIBILITIES

- Prepare and facilitate tutoring workshops.
- Conduct workshops in a professional manner.
- Provide individualised guidance and support to students.
- Discuss and organise group material requirements with the Vancouver Arts Centre team prior to the term start.
- Supervise the safe use of all equipment and materials.
- Set up/Pack down room and ensure it is clean and returned to its original state at the end of the class.

### WHAT WE DO

- Provide workshop space and equipment\*.
- Market the workshop/s (may include advertising on the Arts & Culture website, social media platforms and newsletter, creation and distribution of print marketing materials).
- Co-ordinate workshop enquiries, bookings and materials\*.
- Be available for assistance if required.

\* as required- tutors may nominate to organise equipment and material requirements direct with students.

### CONTRACT FEE

Tutor fee to be discussed on application. Standard term workshop sessions are 3 hours in length (Children's workshops 1.5 - 2 hours), one-off and weekend workshop hours vary. Tutors are paid additional time per workshop to allow for room set up/pack down.

### MATERIALS

When submitting an application tutors may nominate whether they wish the students to supply their own materials or for materials to be supplied as part of the course. Where materials are supplied as part of the course Tutors will need to organise the materials needed with Vancouver Arts Centre staff prior to the start of the workshop. This is to ensure that the program remains financially sustainable and so staff can place orders with plenty of notice. All supplied materials will be stored in the Art Storage Room at the Centre between classes.

### ELIGIBILITY

To be eligible to be a tutor at the Vancouver Arts Centre applicants must have the following:

- Visual arts qualification and/or relevant industry experience.
- Current Working With Children Check (if applicable).
- Experience in developing and delivering workshops and/or education programs is preferable.

### TERM DATES

When submitting your application please let us know your availability when selecting your optimal dates for term and school holiday workshops. Term workshops are offered in a 6-8 week block within the term dates. One-off day or weekend workshops can be offered at anytime subject to venue availability.

### TERMS AND CONDITIONS

Workshops and courses run subject to minimum numbers being met. Tutors will only be paid if workshop/course goes ahead. Applicants may apply to facilitate both regular term classes, school holiday workshops and one-off day and weekend workshops.

The centre has a cap for participants which is dependent on the workshop. Some workshops can host higher numbers than others. Number of participants will be discussed with you once your application has been received.

## OFFICIAL VANCOUVER ARTS CENTRE WORKSHOP TUTOR APPLICATION

### APPLICANT DETAILS

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

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

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

Website or social media links (If applicable) \_\_\_\_\_

Visual arts qualification and/or relevant industry experience: \_\_\_\_\_

Please indicate your availability:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Please nominate when would you prefer to run a class:

Mornings  Afternoons  Evenings  Weekends  School holidays  Term workshops  One-off workshops

I am interested in facilitating workshops for:

Adults  Teens  Children (A current Working With Children Check is required for any classes with children under 18 years of age)

Please outline a brief plan for your proposed workshop including concept, medium, techniques and outcomes (Please

complete the attached workshop session plan for a more detailed breakdown): \_\_\_\_\_

Please nominate whether you prefer:

Students to supply own materials  Materials to be supplied by VAC (please note this will be included in course fee)

List and provide a cost estimate for any materials required for the class: \_\_\_\_\_

Is there any technical equipment you need to run the class, if so please specify: \_\_\_\_\_

### PRIVACY COLLECTION NOTICE

The City of Albany collects your personal information to deliver services and meet our legal obligations under relevant laws. We handle your information in line with the Privacy and Responsible Information Sharing Act 2024. Your information is stored securely, kept only as long as needed, and may be shared with other government agencies if required or permitted by law. You can request access to or correction of your personal information at any time.

Contact: City of Albany Privacy Officer Phone:08 6820 3000 Email: prisproject@albany.wa.gov.au

### STATEMENT OF ACCEPTANCE

By signing below, I acknowledge that I have read and understood the above Supported Workshop Information and have been given full opportunity to discuss this application.

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

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

Please send this completed application along with any supporting documents (CV's, portfolios or images of previous work) to arts@albany.wa.gov.au  
If you do not receive an email confirmation within five working please contact the Arts & Culture team on 6820 3740.

Please attach the following with your application

CV attached  Images attached  Workshop plan attached

If teaching a childrens workshops, a Vancouver Arts Centre Officer needs to sight your Working With Children Card before the workshop.

## VANCOUVER ARTS CENTRE OCCASIONAL WORKSHOP SESSION PLAN

WORKSHOP NAME
WORKSHOP DESCRIPTION

\*Please attach a reference image for your workshop

DATE + TIME	LESSON PLAN	EQUIPMENT/MATERIALS NEEDED/ CLASS NOTES
<p>25 May 2024 9am - 12 noon</p>	<p>e.g.</p> <ul style="list-style-type: none"> <li>• Introduction</li> <li>• Examples of work to be made during the workshop</li> <li>• Discussion and demonstration</li> <li>• Step 1</li> <li>• Step 2 etc</li> </ul>	<p>e.g.</p> <ul style="list-style-type: none"> <li>• 1 x scissors per student</li> <li>• 1 x ruler per student</li> <li>• A4 paper</li> <li>• HB pencil per student</li> <li>• Projector</li> </ul>

## VANCOUVER ARTS CENTRE WEEKLY WORKSHOP SESSION PLAN

WORKSHOP NAME
WORKSHOP DESCRIPTION

\*Please attach a reference image for your workshop

WEEK	THEME	LESSON PLAN	EQUIPMENT/MATERIALS NEEDED/ CLASS NOTES
WEEK 1	e.g. Introduction and examples	e.g. Introduction, discussion and class demonstration for week one activity	e.g. <ul style="list-style-type: none"> <li>HB pencil per student</li> <li>A4 paper</li> </ul>
WEEK 2			
WEEK 3			

## VANCOUVER ARTS CENTRE WEEKLY WORKSHOP SESSION PLAN

WEEK	THEME	LESSON PLAN	EQUIPMENT/MATERIALS NEEDED/ CLASS NOTES
WEEK 4			
WEEK 5			
WEEK 6			
WEEK 7 (If longer than 6 weeks)			
WEEK 8 (If longer than 6 weeks)			