

EXAMPLES OF PROPOSED CLASS OFFERINGS for The Artsmiths

Media	Class Description	Materials / Environment Needed	How long is class/ workshop?	Taught before? Where?

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AVAILABILITY/PREFERRED CLASS TEACHING TIMES *(Circle/provide availability)*

Saturday	Sunday	Weekdays	Summer Camp	Summer Camp Available Dates
10 am to 1 pm	12 pm to 3 pm		Full Day 9 am to 3:30 pm	
2 pm to 5 pm			Half Day 9 am to 12 pm 12:30 pm to 3:30 pm	

GENERAL INFORMATION

Subject of Special Study/Research Work
Special Training
Special Skills

BUSINESS RELATED SOCIAL MEDIA SURVEY

Web-based and social media is important to the success of artists, and also the organizations and businesses that represent them. We encourage you to have an online presence of some kind to promote your work. We take an active interest in following our artists' business-related sites online so as to better promote their work. We interact with and share our artist's online content. We ask that our artists interact with and share our posts as well. Online promotion is mutually beneficial—it: creates interest and awareness; fosters student followers; encourages class registration; increases attendance; and helps facilitate communication in case of class cancellation due to bad weather or illness. If you have an online presence, please provide links, handles, etc. for any that apply below; leave blank any that are not applicable.

Website(s)	Blog
Online Store	Facebook
Google+	Twitter
Instagram	Pinterest
DeviantART	Ravelry
Spoonflower	LinkedIn
Photosharing	Other(s)

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REFERENCES (Please provide the names of three persons not related to you, whom you have known at least one year.)

Name	Phone and/or Email	Business Relationship	Years Known

APPLICATION SUBMISSION INSTRUCTIONS:

STEP ONE:

EMAIL your completed application to **education@artsmithspgh.org** with **INSTRUCTOR SUBMISSION for YOUR NAME** in the email subject line. Include resumé and/or CV and supporting images as attachments in the same email as your application.

- or -

MAIL your completed application to **The Artsmiths of Pittsburgh, 329 E. Main St., Carnegie, PA 15106**

IMPORTANT: You will only receive a response if we are interested in proceeding with an interview.
If you do not receive an interview, you may reapply in six months.

STEP TWO: INTERVIEW:

Potential instructors may be asked to attend an interview and/or portfolio review. Instructors will be notified of their final application status via email once the review process is complete.

ALL APPLICATIONS MUST ALSO INCLUDE THE FOLLOWING DOCUMENTS:

- Resumé and/or CV
- Supporting images or documents (JPEG, PDF, or Word documents)

AUTHORIZATION

"I certify that the facts contained in this application are true and complete to the best of my knowledge. I also certify that I have the right to teach these classes and that they are not derived from the work of others without appropriate documentation of permission to teach. I also understand that falsified statements on this application shall be grounds for dismissal. In compliance with federal law, all persons will be required to verify identity and eligibility to work in the United States and to complete the required eligibility verification document form. I also understand that The Artsmiths of Pittsburgh will issue me tax related documents such as 1099s as required by IRS regulations."

Signature

Date

Visit us online at artsmithspgh.org.