



258 Main Street
Lander, WY 82520
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www.landerartcenter.com

Class Instructor Contract

This contract is between the Lander Art Center and _____,
instructor for (class name)_____.

Class will take place on: _____
_____ Date(s).

During the times of: _____

At (location): _____

If course is virtual, provide name of the teaching platform: _____

- The instructor is to be at the location for the preceding dates and times, unless in the event of extenuating circumstances. In this event, the instructor will inform the education coordinator As Soon As Possible so a replacement can be found.

Payment:

- For in person classes: instructor will be paid \$_____ per hour as an independent contractor. Additionally, the instructor will be paid for one hour per class meeting for preparation, set-up, and clean-up. The instructor is required to be at the classroom location to set up at least 30 minutes before the class. The instructor will be set up fully and ready to teach at least 10 minutes before the scheduled start of class. Instructor will not be paid based on number of students.
- For online/virtual classes: instructor will be paid \$_____ per hour as an independent contractor. Additionally, the instructor will be paid two hours per class meeting for preparation. The instructor is responsible for setting up their online teaching platform and sending links to the students and the education coordinator at least one day prior to the scheduled start of class. Instructors will not be paid based on number of students and will make the education coordinator aware of needed supplies and class size limit prior to the creation of the class on the LAC website.
- The instructor is responsible to submit an invoice to the education coordinator by email or in person for the above services no later than one week after the final class day.
- Anticipated invoice amount: \$_____

(total number of hours worked plus prep hours _____ X \$_____ per hour)

- Instructor will be reimbursed for supplies purchased for class with pre-approval from the education coordinator as indicated in the class proposal. Instructor must provide receipts for reimbursement. Reimbursement charges will be added to the total invoice.

The instructor is encouraged to participate in promoting the class. LAC will communicate with the instructor to decide when it is appropriate to cancel the class if minimum registration has not been met.

Minimum number of registrants for this class: _____ Maximum number of registrants: _____

The instructor will be available to answer inquiries regarding the class in a timely matter, In the event that there is an issue with the class structure, the education coordinator and the teacher will resolve it no later than 1 week before the start of the first class (i.e. specific class meeting place, virtual meeting place, class time, dates, number of students, etc.).

Phone #: _____

Email: _____

I am most responsive by (circle all that apply): CALL TEXT EMAIL

Addendum for special circumstances (circle one): YES NO

I-9 Form (circle one): YES NO

Class Proposal approval date: _____ (please attach to contract)

The Lander Art Center retains the right to terminate this contract if expectations for the class are not met.

Signed (instructor) _____ Date ____ / ____ / ____

Signed (Education Coordinator) _____ Date ____ / ____ / ____