



**258 Main Street**  
**Lander, WY 82520**  
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[www.landerartcenter.com](http://www.landerartcenter.com)

### **Class Instructor Expectations**

In the event the instructor does not fulfill the following expectations, the Lander Art Center reserves the right to terminate contracts with the instructor in addition the instructor may not be eligible to teach future classes. This will be the discretion of the LAC Director and the Education Coordinator.

1. Instructors must complete a Class Proposal Form and have it approved by the Education Coordinator. The instructor will sign an Instructor Contract upon approval of class proposal. If circumstances change from what was agreed upon at any time, the education coordinator and the instructor will make those changes in writing.
2. The instructor is required to be at the classroom location no later than 30 minutes before the scheduled start of class. The instructor will be fully set up and ready to teach 10 minutes before the scheduled start of class.
3. The instructor is responsible for all clean up. The instructor may have the class help with this if desired. Clean up expectations:
  - All supplies are to be put away in their correct places. If you are unsure where this is, please contact our education coordinator.
  - All supplies and tools are to be cleaned thoroughly by the instructor. (ie, brushes, tools, etc.) Brushes are not to be left dirty. The sink and area near the sink is to be cleaned as well if used.
  - All debris and scraps are to be put in the trash.
  - Tables and floor need to be clean and free from debris or smudges.
4. If supplies need to be ordered, the Education Coordinator must be informed in the class proposal. In the event new supplies are needed other than indicated on the class proposal, the Education Coordinator will be informed in writing at least 2 weeks before the start of class. Supplies purchased by the instructor must be approved by the Education Coordinator in writing. Instructor will provide receipts for said supplies for reimbursement. These receipts will be added to the instructor's invoice.
5. Instructors are required to be ready to teach on the dates and times indicated on the Class Proposal and the Instructor Contract. Extenuating circumstances are the exception, instructors will inform the Art Center Staff ASAP in these events.
6. Instructors will answer questions about their classes in a timely matter, instructors will provide their best contact information in their contract. In the event that the instructor is not available to answer miscommunications at least 1 week prior to the start of class, the education coordinator reserves the right to cancel the class.
7. Instructors of virtual classes will provide details of how the class will be taught including meeting times and platforms on the Class Proposal form. If the instructor changes any of these details, they must inform the

Education Coordinator in writing no later than 1 week before the start of class, so participants can be informed.

8. In the event that classes take place away from the Lander Art Center, the instructor will provide the exact meeting place to the Education Coordinator in writing. Any changes to the location will be provided in writing by the instructor and approved by the education coordinator at least 1 week prior to the start of class.
9. In the event of off-campus classes with children (18 and under), the instructor will have parents fill out the Emergency Contact Form at the first meeting. The instructor will keep these forms on their person for the entirety of the class. Instructors of off-campus classes with kids are required to stay at the location until all students have been picked up.
10. Payment:
  - a. Instructors will be paid what was agreed upon in their contract.
  - b. The LAC is only able to provide payment for 1 prep period per class session, for in person classes. For virtual/online classes, the LAC will pay for 2 prep hours per class meeting session.
  - c. Instructors will not be paid based on the number of students in a class.
  - d. If an instructor buys supplies, they will provide receipts for reimbursement.
  - e. Instructors are responsible for invoicing their hours to the art center. Instructors will invoice the education coordinator with their hours via email or in person no later than 1 week after the conclusion of the class. If you need help with invoicing, contact the education coordinator as soon as possible.
  - f. If special circumstances occur, and the instructor needs immediate payment, the instructor must discuss with the education coordinator or the executive director. These deals will be submitted in writing and stapled to the contract or the initial invoice.
11. Instructor conduct is a reflection of the Art Center and our education program. Instructor will conduct themselves professionally at all times when representing the art center.

Signed (instructor) \_\_\_\_\_ Date \_\_\_\_\_

Signed (Education Coordinator) \_\_\_\_\_ Date \_\_\_\_\_