



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: _____

Name of the virtual teaching platform: _____

- The instructor must be virtually present 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:

The 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. The instructor will not be paid based on the number of students.

The instructor is responsible for submitting an invoice to the education coordinator by email or in person for the above services.

Anticipated invoice amount: \$_____ (total number of hours worked plus prep hours _____ X \$_____ per hour)

Instructors 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.

You are encouraged to participate in promoting your class. The class may be canceled if minimum registration has not been met.

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

