

## Tybee Art Association Educational Program

Our mission is to provide fun through education in the fields of Arts, Theater, and Crafts to the community and surrounding areas of Tybee Island in a fun and friendly atmosphere for beginning through advanced students.

The instructors for the Tybee Art Educational Program are members in good standing of The Tybee Art Association and offer a variety of instruction in multiple mediums for varying levels of student ability. These mediums currently consist of (but are not limited to) painting instruction in oils, acrylics, and watercolor. Classes are also offered in mosaic glass and tile creations, polymer clay sculpting, wood and glass crafting, and jewelry design. Other classes in art and theater will be added as the educational team of the association expands through new members and added interest in teaching from the current members.

The purpose for the educational team is to create an added avenue of income for the artists and the association. To accomplish this task each artist will be required to pay a rental fee for the use of the building and its utilities. The rental fee is fifteen dollars per hour and is payable prior to class. There is a one-hour grace period given to each instructor to ensure they can set-up, take down and clean up the building as they found it. Each instructor will be given a check-off list to ensure they understand the responsibilities of each clean up.

The committee chairs will hold a meeting once a month to offer instructors the opportunity to voice suggestions on improving the program. It is requested that all suggestions be submitted in writing for effective documentation. It will also be the purpose of these meetings to create financial and artistic goals to help improve the program. The meetings will be open to all TAA members, but any topics voted on will be limited to the existing instructors. It will be an option of the TAA board members to have one member in attendance as a liaison to the board. Performance reports will be given that will include current advertising, new instructors and projects, rental incomes, and current building use. Class calendars will be available at the meetings to insure equal opportunity for sign-up times.

Advertising for the classes will be the ultimate responsibility of the instructors. However, the chairs of the education committee will insure advertising through the [tybeearts.org](http://tybeearts.org) website, face book, twitter, individual websites, and advertising methods currently being used for the W4S program. The most successful classes will be the ones that each instructor actively seeks out students for their classes. There will be a referral program that will aid in the individual advertising efforts of each instructor. Paid advertising will be a cooperative effort of the group and will be financed based on the amount of rental hours participating instructors are using. (i.e. the more hourly use, the higher the percentage of cooperative advertising)

Students will be able to sign up for classes by contacting each individual instructor and it is recommended that instructors ask for payment in advance no later than 48 hours prior

to class time. Registration forms for students will be available on line at the TAA website or from the instructor. Students will be given contact numbers for instructors through the TAA website. Ultimately, it will be the goal of the committee to enable students to sign-up and pay online for their classes at which time the money would go to a pre-determined bank or pay pal account of the instructor.

Instructors will be responsible for setting their own fees, hours, student ages, and registration forms. They will be required to pay the rental for building use no later than 24 hours prior to their class. They will determine what the minimum and maximum students requirements are for their own class. If the instructor does not have enough students to effectively hold the class, they may cancel by email or phone but it must be 24 hours prior to class time. Instructors will be responsible for contacting students in the event of a cancellation of the class. If they furnish supplies, they need to consider that cost in with their fees. Snacks or drinks may be provided to students at the expense of the instructors. Each instructor is asked to provide the committee with an instructors' registration form, bio, and pictures of self and work. This information will be made available to students in a limited form. Instructor must provide contact information to students.

All instructors will be given a copy of this document and it is required that they sign on the line below to affirm that they have read and understand the contents. The committee will approve their document, furnish them a copy and place the document on file for informational purposes.

Thank you for your interest in the Tybee Arts Association Educational Program.  
Let's make it a great one!

Instructor signature:

\_\_\_\_\_ Date \_\_\_\_\_

Document received by:

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