



Pasco Fine Arts Council, Inc.

Application for Instructional Position

Name: _____ Date: _____

Address: _____

Phone No: daytime (Cell): _____ Evening (Home): _____

Email: _____ Birthday: _____

Describe your Class _____

Give a brief statement of your teaching/art experience or attach bio _____

Days & times available _____

☐ Monday (Workshops only) ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday

Do you prefer? ☐ 9:30 am- noon ☐ 1 pm - 3:30 pm ☐ Evenings

Please include your resume and a syllabus of your proposed class.

Please return to the Pasco Arts Council along with your Biography and photographs or examples of your work. Your application will be reviewed and you will be called for an appointment.

Pasco Fine Arts Council, Inc.

4145 Fairford Dr. New Port Richey, FL 34652

Website: www.pascoarts.org

Mailing Address: P.O. 323 Elfers, FL 34680

Phone: 727-845-7322

Email: pacart3@gmail.com



Pasco Fine Arts Council, Inc.

EMPLOYMENT CONTRACT FOR INSTRUCTORS

Instructors: Please keep a copy of this contract for your records.

1. We require that all instructors to be a member of Pasco Fine Arts Council, Inc.
2. And submit a syllabus of their perspective class.
3. Pasco Fine Arts Council, Inc. requests that all instructors display work during the instructor's annual exhibit.
4. The following forms are required to be signed, dated and returned to Pasco Fine Arts Council, Inc. prior to your first class: Application, Biography, Form W-9, Material List, Signed Contract.
5. Arrive early for your class to make sure the classroom is "set up appropriately" prior to the arrival of your students.
6. Teachers and students are responsible for leaving their classrooms in a neat and orderly manner.
7. Check to see if all students have paid for the class. If there is a discrepancy, please alert the volunteer so we can remedy the situation.
8. Keep a copy of your class list so you can get in touch with your students if necessary.
9. Pasco Fine Arts Council, Inc. will endeavor to advertise all classes and workshops, however, please feel free to promote yourself by word of mouth, flyers or brochures; all of this helps and we all benefit.
10. Instructors are paid after the class is over. The teacher is responsible for turning in the proper, completed forms to the volunteer at the desk. After the forms are completed and reviewed, a check will be issued. The rate is 60% of the member's fee.
11. Pasco Fine Arts Council, Inc. is a non-profit organization, all teachers are considered independent contractors. You will receive a 1099 for your earnings if you exceed \$600.

Instructor's Signature _____ Date _____