Call for Class + Workshop Proposals

Opportunities
CSA seeks proposals for classes and workshops for children, teenagers, and adults for 2017-2018. CSA available teaching spaces include: studio space, clay studio, annex, + gallery space. Target class size: 6-15 people. Qualified individuals are invited to submit proposals that reflect diversity, creativity, and accessibility for all levels and ages.

Overview
The mission of Common Street Arts (CSA), the programmatic arm of Waterville Creates!, is to enhance the creative, artistic, and economic vitality of the Waterville community through outstanding arts education and exhibitions. In concert with Waterville’s recently drafted Cultural Plan, CSA seeks to ensure relevant and accessible programming for all community audiences. CSA aspires to diversify its program through a broad array of workshops, events, and classes that provide unique and creative experiences in a supportive environment. Preference will be given to proposals that include cultural relevancy, exhibit a high level of creativity, offer a high level of engagement and participation, and/or directly relate to the CSA exhibition program or create programmatic connections with Waterville Creates! arts and cultural partners (Waterville Public Library, Maine Film Center, Waterville Opera House, Colby College Museum of Art).

Qualifications
• Professional teaching experience in medium
• Ability to define and measure learning objectives
• Ability to work independently
• Professional + courteous demeanor
• Criminal history clearance required for working with children

Proposal Requirements
• Complete CSA Class/Workshop Proposal Form
• Attach sample curriculum outline with goals + objectives
• Email or mail proposal to:
  Marie Sugden, Coordinator for Special Projects
  Waterville Creates!
  93 Main Street, Suite 201
  Waterville, Maine 04901
  marie@watervillecreates.org
Teaching / Workshop Proposal

Date of application: __________________________

Class title: __________________________

Class description: __________________________

Name of instructor(s): __________________________

Contact information:
Home Phone: __________________________ Cell Phone: __________________________

Address: __________________________________________

E-mail address: __________________________ Website: __________________________

Space to be used (check all that apply): [ ] studio [ ] gallery [ ] Clay Studio [ ] other: ____________

[ ] One time class/workshop [ ] Series/multiple week class [ ] Other: ____________

Brief description of proposed program: __________________________

Dates and times requested for program: __________________________

Needs for use of space ex.: supplies, tables, lighting, audio or video, etc.: __________________________

Minimum number of participants: ____________ Maximum number of participants: ____________

Breakdown of fees/expenses associate with class: __________________________

Signature: __________________________ Date: __________________________

For CSA use:

Date Received by CSA: __________________________ Date Reviewed by CSA: __________________________

Date applicant contacted: __________________________ Approved: yes no Reviewed by: __________________________

*All bookings of CSA studio need prior approval from CSA.

*Teaching space is reserved on a first come first serve basis.

Please send applications to Common Street Arts, Attention: KiKA, 93 Main Street, Waterville, ME 04901, or via e-mail to: kika@watervillecreates.org for more information call: 207-400-1124