

**Adult Workshop Proposal**

**To simplify our process, all applications must be submitted in the format below. Type over the red text, please.**

Name:

Email:

Phone:

Address:

City, State, Zip:

Workshop Title: (Consider a simple title that will pique the reader’s interest)

Workshop Description—3-4 sentences: (Be sure to include the workshop goals, a list of skills learned, and what will be accomplished.)

Workshop Level: Is this class an Adult Education Class or an Intergenerational Class (youth + an accompanying adult). If an Intergenerational Class, please indicate the age range for the youth participants (e.g. 2-5 yrs, 6-11 yrs, 12-15 yrs). If an Adult Education Class, please indicate the skill level required of the participants (e.g. beginner / everyone welcome; intermediate / some basic skills required; advanced / for experienced practitioners, etc.).

Outcomes: (Please provide at least three outcomes. Examples:

* To learn 5 new embroidery stitches
* To make a custom tote bag from start to finish
* To learn how material choices impact texture and structure)

Evaluation: (How will you evaluate your own teaching success to improve on future workshops?)

Schedule: (Describe the number of teaching hours and general format of the workshop. For example, the workshop will be a single session of 3 hours long; OR the workshop will be 2 evenings for 3 hours each. Multiday classes require specific activity that necessitates a week between classes. This must be described here.)

Days/Times you are available to teach this class: (**Please specify which days and times work best for you**. Textile Center offers classes that are 3 hours in length or shorter on Tuesdays, Wednesdays, Thursdays, Fridays, and Saturdays from 10am-1pm, 1pm-4pm, and 6pm-9pm; we offer longer workshops of 4-, 5-, or 6- hours in length on Saturdays, between our business hours 10am-4pm.

Please note: evening classes require instructors to lock up the facility after class, and staff support is often not available after 5:00PM. Staff are not available to open the facility until 10:00 am on Saturdays. We are closed on Sunday and Monday, except for multi-day classes if the instructor has been given permission to open and close the building as part of their contract.)

Classroom & Equipment: (Include what facilities and workspace you require for your class. For example, Dye Lab and one classroom space, tables, chairs, LCD projector for power point presentations, mounted camera to project details of instructor’s hands working, extension cords, ironing boards, etc. Please let us know what tools or equipment you will bring with you.)

Materials fee, per student: (Students pay this directly to the instructor for supplies provided. You must provide a list of supplies that are included in this fee so we can let students know.)

List of supplies: (These are materials students will be required to bring. You must provide a vendor suggestion for supplies that are not commonplace. Textile Center’s Shop may carry some of the supplies you require; please indicate if the required materials can be purchased from our Shop.)

*Preferred* class size: (Textile Center sets its maximum students per class at 8-12 to ensure teaching excellence. Classes involving the Dye Lab are set at 8 due to space constraints, unless you are willing to make an exception. Final class size is determined by Textile Center, in discussion with you. Some classes can handle up to 18 students.)

Are there any physical considerations for students? (Lifting, kneeling, standing for long periods, etc.) Or special instructions? (Hair must be tied back, wear clothes that can get dirty, etc.)

Describe skills or prerequisite knowledge needed and the appropriate class level. We now include these as guidelines in your class description. (e.g. for experienced printers or students who have completed Intro to Hand Block Printing; Dye Lab Training required, etc.)

**About You:**

* Biography (required- 3-5 sentences that relate to your teaching skills and expertise in textiles and fiber)
* Preferred Pronouns
* Headshot (preferred, minimum 750x750 pixels, total file size no larger than 2MB)
* Website or other online media (if available)
* Images Files: Include 2-3 photos that represent the projects/techniques you will be doing in the workshop. JPG files only please. Minimum 750x750 pixels, total file size no larger than 2MB.
* If you are new to Textile Center, please submit a resume or brief list of accomplishments detailing other adult classes in fiber arts that you have taught.
* APPLICATIONS without photos will not be considered.

**Additional information:**

* Instructor Compensation - Textile Center pays a base rate of $35 per teaching contact hour, with bonus of $5/hour for 8-9 students, and $10/hr. for 10 or more students. Additionally, Textile Center provides an additional $35 per class to all instructors to cover any prep and clean up time connected to their class.
* Instructors are independent contractors of Textile Center.
* Class prices and minimum enrollment are set by Textile Center.
* You will be contacted regarding the status of your submission, generally within 3 weeks of submission.

**How to submit**

* **Use this Workshop Proposal, in WORD, to type in the required information and attach images as separate documents (preferred), or insert them at the end of this document.**
* Please do not send a PDF, unless you are writing from an Apple computer and have created your proposal in Pages. Please either convert your Pages document to a Word document or save as a PDF.
* Title your all of your attachments (including your proposal) with your last name and name of the class, so we easily know whose proposal they belong to, i.e.: Smith Intro to Felt
* Email your final submission to [cmcknightsethi@textilecentermn.org](mailto:cmcknightsethi@textilecentermn.org)