



## ARTS EDUCATION PROGRAM CONTRACT INSTRUCTOR MANUAL



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Grand Theatre Center for the Arts | 715 Central Ave. Tracy

Thank you for your interest in becoming an independent Contract Instructor with the City of Tracy. We are excited about the possibility of working together to reach our common goals and serve our community. This handbook will help you to better understand the procedure of becoming a Contract Instructor with the Arts Education Program at the Grand Theatre Center for the Arts.

## **GRAND THEATRE CENTER OF THE ARTS**

The Grand Theatre Center for the Arts serves to enrich the City of Tracy and surrounding communities with fine arts education opportunities. This municipal interdisciplinary arts center is the only one of its kind in the state of California offering professional and community-based fine arts programming through arts education, exhibitions, performances and rentals of all kinds, in a single complex, and is one of only small network of similar facilities in America.



The facility opened in September of 2007, hosts 50,000+ patrons a year. The Center is owned and operated by the City of Tracy and managed by the Cultural Arts Division in the City Manager's Office.

## **ARTS EDUCATION PROGRAM**

The Arts Education Program (AEP) is a unique and complex component of the Center. This dynamic program fosters life-long learning by offering tiered classes in dance, drama, music, literary and visual arts. Students of all ages are able to participate in year-round courses taught by accomplished instructors in our specialized facility.

The Center features dedicated and high-quality studio classrooms in visual arts, a college-level ceramics lab, a beautiful dance studio, a multi-purpose children's studio, and four music rooms, including one for group instruction with a resident baby grand piano, a percussion lab, one for private instruction, and a digital recording lab.

Since opening in 2007, the Arts Education Program has taught over 19,000 students. There is no other facility in our region able to offer such a valuable set of resources to children, teens and adults!

The Arts Education Program is in search of skilled specialists who can contribute high educational value to the program, advance student learning, and offer creative and fun classes to the community.

The full-time interdisciplinary Arts Education Program operates six days a week, excluding holidays. Classes are scheduled from 9:00 a.m. to 9:00 p.m. Mondays through Thursdays, 9:00 a.m. to 5:00 p.m. on Fridays, and 10:00 a.m. to 2:00 p.m. on Saturdays.

## HOW TO GET STARTED

In order to become a Contract Instructor for the Arts Education Program, a potential instructor must first do the following:

1. Submit a Contract Instructor Application
2. Submit an Arts Education Instructor Class Proposal Form

### Arts Education Instructor Class Proposal Form

Prospective Instructors who wish to teach at the Grand must complete a class proposal form for each class they intend to offer. Returning Contract Instructors will not automatically be enrolled for the following instructional session until a class proposal form is submitted to the Arts Education Coordinator by the deadline.

### Deadlines

To place activities in the Arts Education Catalog, time must be allotted to create, edit, print, and mail the guide each semester. Therefore, proposals must be submitted by the following dates:

**SUMMER - January 10**

**FALL - April 30**

**WINTER/SPRING - August 15**



African Drumming



Polynesian Dance



Pottery from the Ceramics Studio



Printmaking



Art for Children with Special Needs

## **INSTRUCTOR REQUIREMENTS**

Before the City of Tracy can enter into the Contract for Instructional Services, the following documents must be obtained:

### **1. Business License Tax and Fees Application**

All independent Contractor Instructors who perform a service for the City of Tracy are required to complete the business license application process if they make \$2,000 or more within a fiscal year. Applications are available at the Finance Department at the Tracy City Hall building located at 333 Civic Center Plaza. You may also call (209) 831-6800 or visit online at <http://www.ci.tracy.ca.us/?navId=78>.

### **2. Fingerprinting**

The City of Tracy requires that all Contract Instructors and Instructor Assistants complete a background screening with the City of Tracy before entering the Program. Contract Instructors will receive a Live Scan Form from the Arts Education Coordinator once they are approved to teach. Contract Instructors must schedule an appointment with the City of Tracy Police Department to complete their background screening. Be prepared to bring an I.D. card or Driver's License to the screening.

### **3. General Liability Insurance**

The City of Tracy is a part of a self-insured insurance pool known as the "Joint Powers Authority" or the JPA. In the event that an accident or injury occurs, and a claim is brought against the City of Tracy, the JPA will defend it. The JPA will not defend or pay out any claims brought against an Independent Contractor.

The City of Tracy requires that all Contract Instructors obtain a separate general liability insurance of \$1,000,000 to protect themselves from any claims brought against them. The City recognizes that there may be little risk involved in program activities, but the Contract Instructor is still required to obtain liability coverage. Before teaching, Contract Instructors must provide a copy of their insurance certificate to the Arts Education Coordinator. The City of Tracy must be listed as the certificate holder and additionally insured with respects to General Liability.

### **4. Form W-9**

The City of Tracy does not withhold State or Federal Income Tax, but will report the Contractor's income via Form 1099. Instructors will receive a W-9 form to complete.

## 5. Tuberculosis (TB) Test Certificate

California State regulations require any person employed in connection with a park, playground or recreational center to produce a valid TB test certificate prior to employment. TB certificates must reflect an examination within the past two years and show the individual has been found to be free of communicable tuberculosis. Contractors must complete and submit the Certificate of Tuberculosis Results for themselves and their employees. TB tests will be at the contractors own expense. Please refer to California State Law 5163.

## GENERAL INFORMATION

### Registration

Participants must pre-register for all courses. Registrations are processed on a first come-first served basis by the City of Tracy. Registrations may not be collected or processed by Contract Instructors. There are three quick and easy ways to register for courses:

1. In Person: Participants may register in person at the Grand Theatre Center for the Arts Box Office, 715 Central Avenue.
2. On-line Registration: Participants may register online at [www.tracyartsandrec.com](http://www.tracyartsandrec.com).
3. Fax: Registration forms with valid credit card information may be faxed to (209) 831-6271.

Contract Instructors are prohibited from engaging financial transactions and should never collect or accept registration forms, money or payments for supplies. Staff will provide all administrative support for programming.

### Sessions

The Arts Education Catalog is produced three times per year.

FALL - September, October, November, December  
WINTER/SPRING - January, February, March, April, May  
SUMMER - June, July, August

The Arts Education Program closes twice a year for facility maintenance. The Grand is closed for several weeks in August as well as the last two weeks in December through the first two weeks in January. No classes will be held during this time.



Music Together® in the Dance Studio

## **Holidays**

The City of Tracy observes the following holidays, therefore classes will not be offered on these days:

New Year's Day	Labor Day
Martin Luther King, Jr. Birthday	Veterans Day
President's Day	Thanksgiving Day and day after
Memorial Day	Christmas Eve and Christmas Day
Independence Day	

## **Education Terms**

- Course – A private or group instruction with defined curriculum and learning goals (i.e. Intro to Acrylic Painting).
- Class – A meeting of a course (i.e. Ballet runs on Wednesdays for six weeks.)
- Session – The repetition of a course (i.e. Group Guitar is offered 3 times in the Fall Semester).

## **Course Cancellations**

Contract Instructors are responsible for contacting the Arts Education Coordinator and Staff at least 48 hours prior to the start of a course if they need to cancel the entire course for any reason. All participants will be issued a full refund for a cancelled course.

In the case of an individual class date cancellation, Contract Instructors are responsible for contacting the Arts Education Coordinator, Staff, and participants immediately of the cancelled date. A make-up date should be scheduled immediately. If a make-up class is unable to be scheduled, the Arts Education Staff will process appropriate refunds for the canceled date.

## **Course Rosters**

All Contract Instructors will be set up with an account in *ActiveNet*, the City of Tracy's registration software. This will allow you to view your class schedules, view and print attendance sheets or sign in sheets, and email your participants. This software can be accessed at any time allowing you to view your most up to date class rosters. Please contact Arts Education Staff for assistance with this software or if you would prefer a print out of your class rosters.

## **Contract Instructor Payment**

Contract Instructors receive a percentage of the participant fees. Larger participation levels will yield a larger income for the Contract Instructor. All payables in the City of Tracy are Net 30, meaning payments will be issued within 30 days of completing the course. Checks will be mailed unless other arrangements have been made. If interested, please talk to the Arts Education Coordinator about setting up direct deposit for payments.

### **Standard Revenue Split**

A standard split of 60/40 will be applied to compensate Contract Instructors unless otherwise negotiated. Contract Instructors will receive 60% of the monies received from class registration. The remaining 40% is retained by the City of Tracy to cover general operation costs and marketing.

### **Reviewing Proposals**

Upon receiving Proposal Forms, the Arts Education Coordinator will review the content for accuracy and determine if it reflects the Department's vision and goals. These proposals will then be presented to the Arts Education Program Advisory Committee for community and peer evaluation and recommendation.

The Arts Education Coordinator will then contact the applicant and discuss terms of a written agreement. A written contract is then produced listing the specific course, dates, times, and fees.

### **State of California Visual and Performing Arts Standards (VAPA)**

Classes for children grades Kindergarten through twelfth grade must support the State of California's Visual and Performing Arts Standards. VAPA is a guide developed to ensure that all students meet or exceed the content standards in dance, music, theatre, and visual arts. The standards are approached through five strands: artistic perception; creative expression; historical and cultural context; aesthetic valuing; and connections, relationships and applications.

If you are proposing to teach a class for children, please be prepared to briefly explain how the class may connect to the VAPA standards.



Elementary Drawing in the Children's Art Studio



Fused Glass Lab in the Ceramics Studio

## **POLICIES & PROCEDURES**

The City of Tracy holds Contract Instructors accountable for the following policies and procedures:

### **Representing the City through Professional Conduct**

It is imperative that Contract Instructors be helpful and courteous at all times. The City of Tracy does not condone inappropriate or offensive behavior by or towards Contract Instructors, participants, and City Staff. If a Contract Instructor, participant, or guest engages in an inappropriate or unsafe manner, he or she will be asked to leave the premises. Possession or use of drugs or alcohol while conducting or participating in a class is strictly prohibited.



Puppet Making in the Studio Theatre

### **Personal Business**

Contract Instructors are not allowed to sell or provide personal services or items to participants, guests, or Staff. The Contract Instructor may not receive or make personal phone calls, nor have their own children with them, while performing services.

### **Closing of Facilities**

Grand Staff will be in charge of opening and locking classrooms for Contract Instructors teaching within the Arts Education Program. Contract Instructors are responsible for basic cleanup of the room which includes but is not limited to: wiping down tables and counter tops, cleaning and putting away supplies used during class, restacking chairs and turning off lights.

### **Releasing of Minors**

At the end of the class, the Contract Instructor must not release children to anyone other than the authorized parent, guardian, or to an individual authorized by the parent. Never release a child to someone who is unknown to the child or about whom the child expresses fear or uncertainty. The Contract Instructor must stay until all participants have left the facility.

### **Contract Instructor's Relationship with Participants**

The Contract Instructor must not have unobserved contact with individual class participants at any time. Parents should be invited and encouraged to visit program sites at any time on a drop-in basis and do not need to ask permission to visit.

### **Safety of Participants**

The Contract Instructor's primary responsibility is to ensure the safety of participants involved with the activity. If any aspect of the area appears unsafe, it is your responsibility to notify Staff and to take actions that will ensure participant safety.



### **First Aid Provision**

It is the Contract Instructor's responsibility to know where the first aid kit is located in each room. For minor first aid (band-aids, etc.) the first aid kit will suffice. For serious accidents, DO NOT MOVE the injured participant, call 9-1-1, and notify Grand Staff. If a child is involved the parent/guardian must be notified immediately. Any minor accidents must be reported to an Arts Education Program Staff member.

### **Discrimination and Harassment**

The City of Tracy has a strong policy against any form or type of discrimination and harassment by, among, or to its representatives. Discrimination and harassment can be defined as any behavior that is disrespectful and causes discomfort to another person, be it physical, verbal, visual, or sexual. Contract Instructors are responsible for their own actions/conduct, and must never engage in discrimination and harassment.

### **Americans with Disabilities Act (ADA)**

The ADA is federal legislation which gives civil rights protection to individuals with disabilities similar to those rights provided to individuals based on race, sex, national origin, and religion. It guarantees equal opportunity for individuals with disabilities in employment, public accommodations, transportation, local and state government services, and telecommunications.

It is the policy of the City of Tracy to fully comply with the provisions of the ADA and to make reasonable accommodations to individuals with vision or hearing impairments, or other disabilities so that they can have an equal opportunity to participate or benefit, unless an undue burden would result.

## **PROMOTING YOUR COURSE**

Your course will be listed in the Arts Education Catalog that is mailed to Tracy households and distributed throughout the area, but it's important that Contract Instructors conduct some additional outreach to ensure the success of the course. Here are a few ways to go about promoting your course:

- Create a flyer or brochure
- Print and electronic advertisements
- Develop your own Website or Social Media page
- Promote at Special Events. The Arts Education Program offers many special events. With prior approval, Instructors are welcome to participate or hand out flyers at events. Please contact the Arts Education Coordinator to arrange your attendance at an event.

Arts Education Program Staff can assist you in creating and distributing promotional materials. Once a promotional material is created, please email items to the Arts Education Coordinator

for review and approval. Once approved, Staff will print and display your material in the public areas of the Grand.

### **Promotion by the Arts Education Program**

The Arts Education Program will place your class description in our Arts Education Catalog and may include pictures of your classes that you have provided. Additionally, your course description will also be listed on our Online Registration page. Flyers may also be created to help generate interest. The Arts Education Program also releases a monthly Eblast that features the month's upcoming classes and uses social media websites to help advertise classes.

Please follow us on social media and use our hashtag when promoting your classes:

 Grand Theater Center for the Arts  @artsatthegrand  #atthegrand

### **SUBMITTING YOUR APPLICATION & PROPOSAL**

Completed proposals can be mailed to the address below or faxed to (209) 831-6271. You can find all needed forms at <http://atthegrand.org/OpportunitiesforInstructors>. Please include additional proposal forms if you are proposing to teach more than one type of class or to more than one age group.

For more information contact:



Arts Education Program  
Grand Theatre Center for the Arts  
715 Central Ave.  
Tracy, CA 95376

Arts Education Program Main Office: (209) 831-6276  
Patron Services at the Box Office: (209) 831-6858

Arts Education Program Staff:

#### **Valerie Pavlakis**

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