ARTS EDUCATION PROGRAM

CONTRACT INSTRUCTOR MANUAL 2026-27



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GRAND THEATRE CENTER FOR THE ARTS
715 Central Ave in Downtown Tracy, CA
atthegrand.org | (209) 831-6276

ART is everywhere

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 and hosts 50,000+ patrons each 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 eligible 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 25,000 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.

HOW TO GET STARTED

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

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

Arts Education Course Proposal Form

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

FALL/WINTER - April 30 **SPRING/SUMMER - September 15**



Hula / Tahitian Dance



Wheel Throwing



Art for Children with Special Needs

INSTRUCTOR REQUIREMENTS

Once the City of Tracy enters into the Contract for Instructional Services, the following documents must be obtained by the instructor prior to the start of teaching:

1. **Business License Tax and Fees Application**
   All independent Contract Instructors who perform a service for the City of Tracy are required to obtain a City of Tracy Business License. Applications are available online at https://tracy.hdlgov.com/.

2. **Fingerprinting**
   The City of Tracy requires that all Contract Instructors and Instructor Assistants or Volunteers complete a background screening with the City of Tracy before teaching with the Program. Contract Instructors will receive a Live Scan Form from the City of Tracy's Human Resource Department via email once their Professional Services Agreement Contract has been signed. Contract Instructors must visit the City of Tracy's Police Department during specified daytime hours to complete their background screening. Be prepared to bring a picture I.D. card or Driver's License to the screening.

3. **General Liability Insurance**
   Independent contractors are not covered under the City's insurance program. The City of Tracy requires that all Contract Instructors carry general liability insurance of $1,000,000 per occurrence/$2,000,000 aggregate 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 carry general liability coverage. Before teaching, Contract Instructors must provide a copy of their insurance certificate accompanied by endorsements to the Cultural Arts Program Coordinator.

   The City of Tracy must be listed as the certificate holder and additionally insured with respects to General Liability:

   City of Tracy
   333 Civic Center Plaza
   Tracy, California, 95376

4. **W-9 Form**
   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, teacher assistants and/or volunteers. TB tests will be at the contractor's 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, Patron Services at the Box Office, 715 Central Avenue.
2. On-line Registration: Participants may register online at 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 in 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 twice each year.

SPRING/SUMMER – classes held in March, April, May, June, July, and August

FALL/WINTER – classes held in September, October, November, December, January, and February

The Arts Education Program closes for several weeks prior to the start of our Presenting Season for annual facility maintenance. We also close for Thanksgiving break and several weeks in December/January for the holidays. No classes will be held during these times.



Musical Theatre

Holidays

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

New Year's Day
Martin Luther King Jr. Birthday
President's Day
Memorial Day
Juneteenth
Independence Day
Labor Day
Veterans Day
Thanksgiving Day and day after
Christmas Eve and Christmas 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 Cultural Arts Program Coordinator and Arts Education Program 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 cancelation, Contract Instructors are responsible for contacting the Cultural Arts Program 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 Program Staff will process appropriate refunds for the cancelled class 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 internet-based 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 printout of your class rosters.

Contract Instructor Payment
Contract Instructors receive a percentage of the activity 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 business days of completing the course. Checks will be mailed unless other arrangements have been made. If interested, please talk to the Cultural Arts Program 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 primary activity fee received from class registration. The remaining 40% is retained by the City of Tracy to cover general operation costs and marketing. All lab fees are retained by the City of Tracy.

Reviewing Proposals
Once all Course Proposal Forms have been received for the upcoming semester, the Cultural Arts Program Coordinator and Cultural Arts Supervisor will review the content for accuracy and determine if it reflects the Department's vision and goals. Proposals for new courses may then be presented to the Arts Education Program Advisory Committee (AEAC) for community and peer evaluation and recommendation.

The Cultural Arts Program Coordinator will then contact the applicant and discuss feedback about their proposed classes and 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 (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.

POLICIES & PROCEDURES

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



Paint Night

Representing the City through Professional Conduct

It is imperative that Contract Instructors always be helpful and courteous. 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.

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 oversee 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, pushing in 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. Children should wait inside the Grand building until picked up; please do not allow children to leave the building to meet their parent/guardian outside.

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
All accidents must be reported to an Arts Education Program Staff member immediately. An Incident or Accident Report Form may be filled out by staff with the assistance of the Contract Instructor.

It is the Contract Instructor's responsibility to know where the first aid kit is 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.

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 accommodation for 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 past participants in the local area and distributed to businesses in downtown Tracy, 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
- Printing and electronic advertisements
- Develop your own Website or Social Media page
- Promote at Special Events — The Arts Education Program offers several special events. With prior approval, Instructors are welcome to participate or hand out flyers at events. Please contact the Cultural Arts Program Coordinator to arrange your attendance at an event.

All printed promotional materials must be approved by the Cultural Arts Program Coordinator and Cultural Arts Supervisor. Once promotional material is created, please email items to the Cultural Arts Program Coordinator for review and approval. Please allow one week for the review and approval process.

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, or staff have taken. 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 some of 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 Theatre Center for the Arts
- @grandtheatretracy
- #atthegrand

COVID-19

The City of Tracy will follow all CDC Guidelines, State & County Guidelines, and Education Industry Guidelines.



Kids Art Classes



Ballet Folklorico

SUBMITTING YOUR APPLICATION & PROPOSAL

Completed applications and proposals may be dropped off in person, mailed to the address below, emailed to the Cultural Arts Program Coordinator, or faxed to (209) 831-6271. You can find all needed forms at https://atthegrand.org/art-education-program/. Please include additional proposal forms if you are offering to teach more than one type of class or to more than one age group.

For more information, please 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
Cultural Arts Program Coordinator
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