

Teaching with The Rourke

Instructor Responsibilities

The instructor will set a course fee (calculated per student, formula below); provide all project supplies and equipment necessary (or a supply list to purchase from) for the proposed courses; provide class descriptions, instructor bio/headshot, and a promotional image for course marketing; prepare any necessary curricula and exercises.

Calculation of Course Fee (*per student*)

Instruction fee

+ Supply & Equipment fee

+ Venue fee (**\$10** for 30-90 min **OR \$20** for 2-4 hrs.)

(includes registration set-up, fee processing, facility set-up, marketing, and on-site staffing)

= Total fee per student

Venue Responsibilities

The Rourke Art Gallery + Museum will manage registration and basic promotion of the classes; provide venue, tables, and seating for the participants and instructor; and prepare a class roster for the instructor in advance of class time.

The Rourke will pay the instructor all monies due for instructor, equipment, and supply fees via check at the end of the class session.

Regarding Cancellation

Students will be able to cancel their registration up to two weeks prior to class time. It is understood that the instructor may have to purchase supplies or equipment in support of the class and its participants well in advance, the equipment and supply fee for registered students shall be considered non-refundable and will be paid to the instructor despite any cancellations.