



## Workshop Proposal Form

The Andrew and Laura McCain Art Gallery offers in-person workshops in visual arts, fine craft, literary arts, the creative process, and youth programming at the River Arts Centre. We also offer outdoor workshops. Workshops are scheduled on an ongoing basis and we are currently seeking proposals for Fall 2021 through 2022.

Formats can be flexible (half-day or full-day classes, week-long workshops, consecutive weeks of 1/1/2 hour - 4 hour sessions, after-school / evening programs, for example).

The Gallery collects workshop fees from participants, manages registration, and helps promote the workshop on our website, social media, and e-newsletter. We ask you to help promote the workshop through your contact channels as well.

Fee and class structure:

Instructors are paid \$30/instruction hour and a \$50 preparation fee. For multi-day classes, an additional \$10 preparation fee is paid to the instructor for each additional day.

Please send the completed form to [info@mccainartgallery.com](mailto:info@mccainartgallery.com). Feel free to call the Gallery, 506-392-6769, with any questions.

### **Instructor Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Town/City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**Education / Biography / CV/Resume** - Attach separate sheet

Your previous workshop/education and artistic experience in paragraph form. Maximum 150 words.

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## Workshop Details

Discipline (paint, fibre arts, photography, etc.) and Medium/genre:

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Proposed Outcome: (i.e.: one finished painting, one piece of jewelry, one short story):

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Age - Youth or Adult: \_\_\_\_\_ If youth, what age range: \_\_\_\_\_

Participant Experience Level (beginner, intermediate, advanced, all levels):

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Proposed Date(s): \_\_\_\_\_

Alternate Date(s): \_\_\_\_\_

Proposed Time(s): \_\_\_\_\_ Alternate Time(s): \_\_\_\_\_

Duration of Workshop (hours): \_\_\_\_\_

**Photos:** For visual arts/fine craft, please provide 2-3 high quality images of final product facsimile and photo of yourself for promotional purposes and. For literary arts, please provide a photo of yourself.

## Workshop Costs

Materials Fee: \$ \_\_\_\_ / participant

Minimum number of participants: \_\_\_\_\_

Maximum number of participants: \_\_\_\_\_ (provide maximum number without Covid restrictions, we will reduce the number accordingly based on Covid restrictions for the River Arts Centre)

*The Gallery will cancel the workshop if we don't meet the minimum number of participants, and we recognize you will need to know the number of participants before you can purchase materials.*

How much advance notice do you require about participation numbers?

\_\_\_\_ Days or \_\_\_\_ Weeks notice