

FREQUENTLY ASKED QUESTIONS

1. How do I become a class instructor?

Interested instructors must complete and submit a class proposal along with required attachments. All proposals will be reviewed by staff, and interviews may be held with applicants whose applications are approved. Applicants will be contacted via email regarding final decisions.

2. What dates and times will I be teaching?

Dates, times, and course length is set by the instructor and approved by Thornton staff based on space availability. Classes can be one-day workshops, six-week or nine-week class series.

3. What is the deadline for class proposals?

Proposals are accepted on an on-going basis. However, if approved the class will not be scheduled until the next scheduled Activities Guide production. This allows ample time for preparation and promotion of new classes. For a better idea of Activities Guide Production Schedule people see below:

- Summer Activities Guide; Activities running May – August.
Deadline: January 1
- Fall-Winter Activities Guide; Activities running September – December.
Deadline: May 1
- Winter-Spring Activities Guide; Activities running January – April.
August: 10

4. How are instructors paid?

Contracted Instructors will be paid by check, after the successful completion of their class, course or workshop series and the submittal of a completed invoice. In order for the class to move forward, there must be the minimum number of enrolled participants (set by the instructor). The instructor will be paid 80 percent of the total class fees paid to and collected by Thornton.

5. What experience are you looking for?

The Thornton Arts & Culture Division will consider any individual who is comfortable teaching workshops or a series of classes dedicated to any arts and culture related genre. Instructors are not required to hold an advanced degree in the subject matter they are teaching.

6. What should I include in my course outline/syllabus?

Instructors can include any teaching points that are relevant to the proposed subject matter. Topics can range from foundational information to more advanced topics/techniques.

7. Will I have access to a class room?

Yes, the instructor will have access to large multipurpose theater area located at 9209 Dorothy Boulevard.

8. Will I have access to a model (figure drawing)?

Yes, the instructor will have a model. The model will be clothed. Clothing can range from dancewear, athletic wear, costumes, or regular clothing.

9. If chosen, will I be a city of Thornton employee?

Contracted instructors are independent contractors and not employed by the city of Thornton.

10. Will I be able to teach this workshop/class series again?

Depending on the popularity of the series and feedback from participants there is the possibility of additional workshops/classes in the future.

11. What if no one signs up for the class/workshops?

If the class has no enrollment then it will be cancelled. The instructor will be informed of any cancellations or schedule changes in advanced. However, an instructor may choose to continue with the class, knowing that low enrollment will affect the final payment.

12. What is the minimum and maximum number of participants enrolled?

The minimum number of enrolled and paying participants is set by the instructor. In order for the any class, course or workshop to move forward, we are asking that the minimum of enrolled and paying participants be met. The maximum number of participants is set by the instructor with Thornton's approval, but cannot exceed the room\area's designated capacity.

13. What should my class enrollment fee be?

Instructors set their own class fees. While we want instructors to value their time and knowledge, we also want prices to be affordable for students looking to expand their knowledge on the arts. If the instructor will be providing materials; they may also include an additional materials fee to cover costs. Students will pay materials fees directly to the instructor on the first day of class.

14. What age groups will I be teaching?

Instructors decide what age groups they feel more comfortable teaching. Instructors are asked to identify weather their classes are geared toward youth, teens, adults, or seniors. Instructors may also propose the same class for different age groups.