



Thornton City Hall
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www.cityofthornton.net

Community Services
Arts & Culture Division
PH 720-977-5881
www.artsthornton.net

Dear Applicant:

Thank you for your interest in instructing a class for the city of Thornton, Arts & Culture Division. Please visit the link below to submit a class proposal to teach a nine-week Beginning Ukulele class:

<https://formcycle.cityofthornton.net/Page/ArtsAndCulture/ClassProposalForms>

This class series is scheduled to run Saturday mornings from 10 a.m. – 12 p.m.; June 1 – July 27, 2019. Please submit all proposals and materials by Monday, April 1. If you have questions, please call 720-977-5881.

Regards,

Jesse Jimenez
Arts & Volunteer Coordinator
Jesse.Jimenez@cityofthornton.net

FREQUENTLY ASKED QUESTIONS

1. How do I become a class instructor?

Interested instructors must complete and submit an application along with required attachments. Applications will be reviewed by staff, and interviews will 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?

This nine-week class will be offered Saturday mornings, 10 a.m. – 12 p.m.; June 1 – July 27.

3. What is the deadline for class proposals?

Please submit your proposal by Monday, April 1.

4. How are instructors paid?

Contracted Instructors will be paid by check upon the completion of their course/workshop series and a submitted invoice. If the class moves forward with the minimum of 14 enrollments, the instructor will be paid 80 percent of an 80/20 revenue split of class fees. Final payment is based on the total number of enrolled participants and the class fee.

5. What experience are you looking for?

The Thornton Arts & Culture Division is open to any individual who is comfortable teaching a series of classes dedicated to beginning Ukulele. Topics can range from tuning, chords, once-chord songs, etc.

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

Instructors can include any teaching points that are relevant to the subject matter.

7. Will I have access to a class room?

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

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

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

9. Will I be able to teach this workshop series again?

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

10. What if no one signs up for the 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.

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

In order for the workshops to move forward we are asking for a minimum of 14 enrolled participants. The maximum number of participants is set by the instructor.