



Shenandoah Valley Art Center



Information For
Affiliate Instructors



AFFILIATE INSTRUCTORS

Affiliate Instructors are experienced artists who would like to share their knowledge without the burden of administrating registrations and payments.

This is best for artists and instructors who:

- Can benefit from access to our mailing list
- Have working lesson plans, classes, or workshops.
- Would prefer SVAC to handle payments and registrations.

Affiliate Instructors are required to be current member's of Shenandoah Valley Art Center.

TEACHING SPACES



TEACHING SPACES

01

416 CLASSROOM

\$100 for a half day (9am-1pm or 1pm-5pm)
\$150 for a whole day (9am-5pm)
\$75 for an evening (5pm-9pm)

Fully equipped educational space including:

Stainless sink

Dedicated restroom

Large whiteboard

TV cart with HDMI, USB, etc.

Art library on site

Large worktables

Lockers for students (bring your own lock if you need one)

Washer and dryer

**Please note: this space is on the second floor and there is no elevator

02

126 GALLERY

\$75 for a half day (9am-1pm or 1pm-5pm)
\$125 for a whole day (9am-5pm)
\$65 for an evening (5pm-9pm)

Fully accessible space

Sinks nearby

Access to kitchen and accessible restrooms

**Please note: this space is in a busy art center. It is primarily an exhibition space. If your program is during our operational hours, you may have visitors looking in on your class, and there will be activity in the building including people talking, phones ringing, doors opening and closing, etc. You will have the option to close the gallery doors which will dampen the noise a small amount.

03

416 GALLERY

\$150 for a half day (9am-1pm or 1pm-5pm)
\$225 for a whole day (9am-5pm)
\$120 for an evening (5pm-9pm)

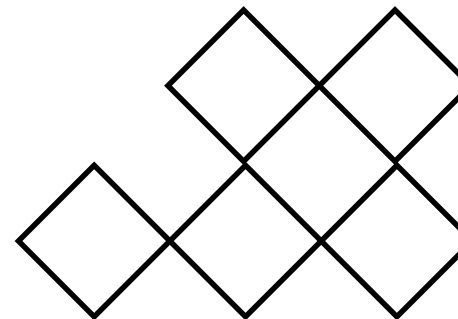
Fully accessible space

Best for large workshops

Fully accessible space

Sinks nearby in the print studio

Large enough to accommodate a large workshop



TEACHING SPACES

04

PRINT STUDIO

\$75 for a half day (9am-1pm or 1pm-5pm)
\$125 for a whole day (9am-5pm)
\$65 for an evening (5pm-9pm)

Fully equipped educational space including:
Fully accessible space, including restrooms
Access to all presses and tools
Etching and other chemical processes must take place either outside or at the 126 building where there is an adequate vent hood.

05

CLAY STUDIO

\$75 for a half day (9am-1pm or 1pm-5pm)
\$125 for a whole day (9am-5pm)
\$65 for an evening (5pm-9pm)

Fully equipped educational space including:
One electric wheel
Wedging table
Kiln, including shelves and furniture
Selection of tools
Slab roller

**Please note: this is a small pottery studio.
Students will be limited to 4-6 due to space. If you are looking to teach larger workshops, please reach out to Make Waynesboro Clay Studios.





HOW IT WORKS

1. You create a curriculum for your class or workshop.
 2. Submit your ideas to SVAC, including pricing information and a small selection of dates, ranked by preference. Submissions will be managed digitally using a google forms process that will allow you to input your details as well as upload images if needed. We are available to tweak your lesson plans if needed.
 3. We will work with you to set a date that works for you and SVAC
 4. We will create marketing materials and a registration system for your class.
 5. We will post your class on our calendar and add your flyer to our e-blasts.
- *Additional marketing packages are available for a nominal fee including individual e-blasts, a postcard mailing, and social media posts.

FULL SERVICE ADMINISTRATION



SVAC will handle the complete administration and marketing of your class if you choose.

Here's how it works:

Reach out to us to talk about your program and expectations. We can work with you to tweak your lesson plans to our venue, if needed.

You will receive a link to a digital form where you can tell us about yourself, your ideas, and your requested days/dates/times.

We will contact you for scheduling.

After scheduling, you will be directed to a second form allowing you to outline specifics of your program including supply lists, marketing images, special notes, etc.

Once this form is received we will create a digital flyer and other marketing items for you.

Following marketing material approval, your program will be added to the calendar.

Fully administrated programs should be scheduled a minimum of 6 weeks before the class begins. Expect a one week turnaround from approval to public listing.

SVAC will handle registration fees and lists for you.

Programs will be advertised in all applicable venues during the available time-frame including: social media posts and boosts, electronic newsletters, paper newsletters, web presence. We have a highly targeted and engaged mailing list.

SVAC will collect a 20% commission from registration fees for this service. You will be paid the remaining 80% of the fees on the day of your program.

ESSENTIAL POLICIES

All Associate Instructors will be required to undergo SVAC training regarding logistics, housekeeping, doors, etc.

SVAC reserves the right to refuse a class, workshop, or any program we feel is not appropriate for our venue for any reason.

Classes should be scheduled 6-12 weeks ahead to ensure ample time for registration and marketing.

Teaching rental fees are due $\frac{1}{2}$ at scheduling, and $\frac{1}{2}$ on the day of the class. Fees may be paid by cash, check, or cards.

If your class doesn't meet your enrollment requirements, you may cancel for a full refund until 7 days before your class is set to begin. There are no refunds within the 7-day window before a class.

There is no cleaning or security deposit required for Associate Instructors. You are responsible for damages above normal wear and tear on equipment, furnishings, and the building. If the space is not adequately clean, you will be charged a \$100 cleaning fee for subsequent classes (refundable if the space is cleaned properly after your class).

Shenandoah Valley Art Center
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svacart.com

