

## **Arbutus Folk School**

### ***Instructor Packet***

#### *About Arbutus*

Arbutus Folk School enriches individuals and communities through joyful learning, hands-on arts experiences, and creative cultural expression. Arts instructors provide our core programming with community classes in ceramics, wood-working, stone-carving, blacksmithing, fiber arts, music, and other expressive forms. We currently have a loom loft, ceramics studio, woodshop, and classroom space available for instruction in our downtown Olympia location.

#### *Compensation*

Compensation for instructor time starts at \$15/hour and is capped at \$28/hour. Instructors offering classes off-site are paid an additional reimbursement for the use of their facilities, equipment, consumables, and materials. Instructional time will vary from week to week, and from month to month.

Open Studio & Studio Lead roles in ceramics and woodworking are compensated at \$15 hourly. Compensation for specialty instruction is determined by relevant experience. For the following pay structure, please note that teaching experience is specific to arts instruction.

<i>Teaching Experience</i>	<i>Compensation</i>
1-3 years	\$18 hourly
4-6 years	\$21 hourly
7-9 years	\$24 hourly
10+ years	\$28 hourly

#### *Instructor Positions*

Open Studio Facilitator & Studio Lead: Our Open Studio & Studio Lead position is only available for our on-site woodshop and ceramics studios. Open Studio sessions are held one to three times a week and run for three hours. Open Studio sessions provide unstructured time for students to work on self-directed projects without instruction, with a knowledgeable artist present to facilitate the session, offer advice, and orient students to the space.

Specialty Instructor: Specialty instruction may range from one- or two-day classes to 4-, 8-, or even 12-week classes that meet weekly. Courses are often proposed by the instructor and in the past have included subjects such as “Holiday Needle Felting,” “Artisan Woodworking for Women,” and “Ceramic Bust Portraits.” Specialty Instruction also includes recurring staples such as our 4-week introduction to the foundations of wheel-throwing, or our bi-weekly woodshop safety courses.

### *Scheduling*

Our classes may occur any day of the week in the morning, afternoon, or evening. Scheduling is based on the artist's availability, studio space availability, and our sense of community preferences and needs. For example, we have often scheduled our classes outside of typical business hours because we have found there is a greater demand for these opportunities.

### *Cancellations*

All classes must meet a minimum enrollment in order to run and will otherwise be canceled. Arbutus administrative staff regularly assess enrollment and provide timely communication to instructors regarding their upcoming classes.

### *Joining the Team*

Arbutus instructors may be hired as *temporary employees* or as *contracted workers*. An instructor may also begin as a contractor and transition to employee later.

“Temporary” employment does not mean that an artist has been hired for a limited duration, but instead indicates that hours will vary from week to week and month to month. The employee may choose to spend weeks or months not offering classes – such as for a holiday season or extended travel – and Arbutus, likewise, may go weeks or months with no classes offered by the instructor – such as in a pandemic response. Employees receive paid sick, holiday, and vacation time where applicable. Employees are expected to teach on an ongoing basis, whether weekly, monthly, quarterly, or another interval, depending on their availability and demand for their classes by Arbutus students.

If an instructor prefers to work under contract as their business rather than as an employee, they must fulfill associated requirements of Washington state law, found [here](#), and coordinate with Arbutus staff to receive an individual determination letter through the Washington State Department of Labor & Industries. Requirements will include 1) complete self-direction, 2) teaching from your own off-site location, 3) ownership of an arts business with an assigned UBI, 4) filing a business tax return, and 5) maintaining records of your income and expenses.

Teaching as a contractor may also be a good fit for an instructor who will teach on-site at Arbutus but is likely to offer only one or a handful of classes, rather than teaching on an ongoing basis.

### *Requirements*

Employed instructors must report their hours using our online timesheets and will be paid within a month of working. Payday is the 5th and 20th of each month. Employees should take a 30 minute break for every 5 continuous hours of work, when applicable. Employees will work with our bookkeeper to calculate pro-rated sick, holiday, and vacation time for their reported hours where applicable.

Contracted instructors are paid after each course based on the number of hours assigned by contract, and do not report their hours.

Because youth may attend any class offered by Arbutus, all instructors must consent to an employment background check prior to joining our team. Non-violent criminal histories are not relevant to our hiring decision.

### *Facilities Reimbursement*

If teaching in your own facilities as a contractor, you will be paid a reimbursement for the use of your space, equipment, and materials. We will ask you to report the following:

- Rent or mortgage, pro-rated for number of class days
- Utilities, pro-rated for number of class days
- Equipment and maintenance fee per student
- Consumables and materials fee per student

*Arbutus Folk School is an equal opportunity employer and does not discriminate on the basis of race, religion, color, sex, sexual preference, age, national origin, disability, veteran status, or any other classification by law.*

Arbutus Instructor Key Duties and Responsibilities:

- Provide accessible, high-quality arts instruction
- Enact COVID safety measures
- Set up and clean up for class sessions
- Track and report all class attendees
- Track and report all materials purchases
- Log hours for instruction and prep

Arbutus Instructor Key Competencies:

- Knowledge of your artistic medium
- Friendly, patient, and supportive attitude
- Knowledge of Arbutus Folk School programs and activities
- Willingness to learn and collaborate
- Proactive communication
- Reliable and safe work ethic

### **Application**

Apply to Arbutus Folk School using [this webform](#). We will reply to your submission by email to confirm receipt. If selected as a finalist, you will be invited to an interview and demonstration at Arbutus Folk School in downtown Olympia. Following this stage, we will contact your professional references. If hired, you will be required to shadow a class and attend a short on-site orientation before offering your first class. Thank you for your interest in working with Arbutus Folk School!

Inquires welcomed at [info@arbutusfolkschool.org](mailto:info@arbutusfolkschool.org).