

Arbutus Folk School
Prospective Instructor Packet

About Arbutus

Arbutus Folk School enriches lives and builds community through joyful, hands-on learning with master artisans. We are a 501c3 non-profit organization with a small and dedicated staff, founded in 2014.

Arts instructors provide our core programming with community classes in ceramics, wood-working, stone-carving, blacksmithing, fiber arts, music, and other crafts. We currently have a [loom loft, ceramics studio, woodshop, and flexible classroom space](#) used for instruction in our downtown Olympia location. We also work with artists to offer off-site classes in their own shop or studio in the South Sound region. Instructors should expect a majority-beginner audience and class sizes of approximately six to twelve students, depending on the subject and classroom in use.

Compensation

Compensation for instructor time is commensurate with prior experience in arts instruction and expertise in the art form. Hourly wages are paid to instructors for both prep and instructional time. Instructors offering classes off-site are paid an additional reimbursement for the use of their facilities and equipment.

Prior experience in arts instruction could include teaching or co-teaching classes, mentoring an apprentice, training co-workers in a production shop or studio, and giving individual or small-group lessons; instructional settings could include colleges and universities, K12 schools, community studios, other folk schools, and informal arrangements with family and friends.

These experiences can be difficult to quantify, as arts instruction rarely occurs on a full-time, regular, and/or ongoing basis, and may vary widely in their degree of formality. As a result, we will ask you to propose a rate of pay at time of application according to the following guide. The rate of pay you propose in your application process *is not guaranteed*, but should reflect an honest assessment of your prior experience with the expectation of further discussion with our hiring team.

\$17/hour	No past experience in arts instruction, but a high level of expertise in the craft or art form
\$18-19/hour	Some past experience in arts instruction, including informal settings or co-teaching
\$20-22/hour	Significant past experience in arts instruction, primarily as a lead instructor in formal settings
\$23-25/hour	Extensive prior experience in arts instruction as a lead instructor in formal settings
\$26-28/hour	Extensive prior experience in arts instruction as a lead instructor in formal settings and as the artist's primary employment

Artists who do not yet have experience in arts instruction but who have an interest in teaching may consider applying for our [artist residency program](#), but neither completion of a residency nor previous teaching experience are required to teach at Arbutus Folk School.

Scheduling

Our classes may occur any day of the week in the morning, afternoon, or evening, generally between 9am and 9pm. Classes may range in length from one- or two-day classes to 4-, 8-, or even 12-week classes that meet weekly. Scheduling is based on the artist's availability, studio space availability, and our sense of community preferences and needs. For example, we often schedule 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 are typically hired as temporary employees. "Temporary" employment does not necessarily 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.

If an instructor prefers to work under contract as their arts business rather than as an employee, they must fulfill associated requirements of Washington state law, found [here](#). Contracted instructors will typically teach out of their own facilities using their own tools and equipment.

Requirements

Employed instructors must report their hours every two weeks for paydays on the 5th and 20th of each month. 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 most classes 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.

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
- 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 invited 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.