



36 Beach Street, Wickford, Rhode Island 02852

401.294.6840 www.wickfordart.org

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Instructor Guidelines

- Classes at WAA will occur in one of the 3 following time periods:
Winter (January – April), Spring & Summer (May – August), Fall (September – December). Classes may overlap these time periods.
- Classes can be scheduled when the building is both open and closed based on the WAA's gallery calendar. Instructors will be responsible for opening and closing the building when it is not open to the public. The Gallery hours are Wednesday through Saturday 12 – 4, Sunday 12 – 3. The Gallery is closed on Mondays and Tuesdays but can be used for classes.
- General Artist Membership is required to teach a class at WAA.
- Instructors agree to hold their classes at the scheduled time as long as a minimum of four students are enrolled. The Wickford Art Association invests valuable time and resources to promote, schedule, and facilitate these classes. By agreeing to teach, instructors commit to running their class even if only four students have registered.
- Instructors must complete a Federal W-9 form upon initial hiring or if their address changes. Payment will be issued within 30 days of class completion.
- Instructors teaching minors must complete a background check conducted by the Wickford Art Association prior to starting their classes.
- Teaching compensation is determined by class fee and number of students in the class. The class fee is determined by WAA.
- Instructors must submit a class proposal using the attached form ensuring all required information is included. The proposal must be submitted in a Word document format and include two relevant JPEG images.
- WAA will promote classes through its website, email communications, printed class schedule, and social media. Instructors are also expected to promote their classes via their website, emails, social media and share these posts with WAA's social media platforms.

WAA can be found on:

- ❖ Facebook (@wickfordartassociation), Instagram (@wickfordart), and LinkedIn (Wickford Art Association).
- The maximum class size for classes in the gallery is 12, depending on studio equipment required. Plein Air classes may also have 12 students. The minimum requirement to run a class is 4 students.
- A class roster will be provided to the instructor 10 days before the class begins. At this time instructors can confirm if they would like to have the class or cancel. If the instructor agrees to have the class at that time, students will receive a "Welcome" email that includes the instructor's email address. Instructors should reach out to students prior to the class start. Correspondence will then be between the instructors and the students.
- Supply lists should be sent to students upon registration.
- Instructors are responsible for following opening and closing guidelines provided, including cleaning Gallery space at the end of each class.
- WAA may photograph classes for marketing purposes and instructors are encouraged to do the same. If a student prefers not to have themselves or their work photographed, they should speak to a staff member.
- Please be advised, WAA will do everything in everyone's best interest to promote classes and instructors including but not limited to (posting on website, inclusion in newsletter and instructor bio book, social media, printed materials. etc.) We appreciate everything our instructors can do to help increase visibility and enrollment on their end. With this understanding, and in good faith, we ask for your partnership in ensuring the success of your classes at WAA and ask that any other classes you may teach elsewhere not be promoted or marketed directly to students currently enrolled in your WAA classes.
- Class evaluations will be sent to students at the end of the course for them to complete anonymously via an online survey. The Education Coordinator will review and share the feedback with the instructor.