



MIDDLEBURY  
**STUDIO  
SCHOOL**

2023 INSTRUCTOR APPLICATION  
AND CLASS/WORKSHOP  
PROPOSAL FORM

[info@middleburystudioschool.org](mailto:info@middleburystudioschool.org)  
[Middlebury Studio School Website](#)

Instructor Name		
Mailing Address		
City:	State:	Zip:
Email:	Phone:	
Website:	Facebook/ Instagram:	

Have you taught a class at MSS before?  Yes  No

If yes, when? Please briefly describe the class:

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If you are a NEW instructor, please attach a description of your teaching experience, or other relevant experience.

### Instructor Biography

Please provide a brief biography, in 50 words or less. Your biography will be included in marketing materials and possibly on the Middlebury Studio School website, if your workshop or class is selected.

### Online or in Person

Middlebury Studio School is excited to provide both online and in person class opportunities to prospective students. Let us know what you are most interested in teaching!

- Online       In Person       Both

### Class/Workshop Description

Please provide a description of your proposed class/workshop in 85 words or less. This description will be used to create marketing materials if your proposal is accepted. You may attach an additional explanation of your class or workshop if you wish to provide any clarification for your proposal.

What age range is your class best suited towards?

Adult    Teens    Kids    Multi-Age (ie. adults together with kids or teens)

Please provide brief responses to the following questions to help Middlebury Studio School prepare for your workshop and to create marketing materials if your proposal is accepted.

1. What is the maximum number of students for your class? (MSS max 6-8)
2. What will students create?
3. What general skills will students learn?
4. What kind of tools will students use?
5. What level is the class (All Levels, Beginner, Intermediate or Advanced)?
6. Is prior experience necessary?

#### MATERIALS FOR YOUR CLASS/WORKSHOP

MSS will need a list of materials and supplies required for the class prior to promoting it. During the planning process, Instructors are required to provide a detailed list of materials needed for the class which includes information such as amounts needed per student/per class, prices, etc.

For this proposal, please provide only a general list of what you will need for this class (such as-oil paints/easels, & brushes etc).

Material requirements and costs will be listed in the program description and/or emailed to students. When possible, material costs will be included in class/workshop registration cost. What format do you feel would best suit your class/workshop as described below.

- Middlebury Studio School will purchase materials to be included in tuition paid by students, at a calculated cost per student
- Instructor will purchase/provide materials, to be included in tuition. MSS will reimburse the Instructor for materials & supplies.
- Students will purchase their own materials for this class. Instructor will provide a list of materials needed for the class along with recommendations of where to purchase materials. (Choose this option for online classes).

#### Instructor Availability and Workshop Length

Please indicate your preferred date ranges and number of days for your class or workshop. Middlebury Studio School staff will work with instructors to construct the best possible schedule for peak enrollment.

Classes generally run in multi-week formats, i.e. once weekly for 3-6 weeks

Classes/Workshops may be proposed for weekends or weekdays; however weekends are preferred for shorter workshops.

Preferred Session:

- Spring Sessions: March- May 2023  
How many days is your class/workshop:  
Preferred dates for your class/workshop:  
Preferred days of the week:
- Summer Sessions: June-August 2023  
How many days is your class/workshop:  
Preferred dates for your class/workshop:  
Preferred days of the week:
- Summer Camps (School Age): July and August 2023  
How many days is your class/workshop:  
Preferred dates for your class/workshop:  
Preferred days of the week:
- Fall Sessions: September- December 2023  
How many days is your class/workshop:  
Preferred dates for your class/workshop:  
Preferred days of the week:

Attachments and Supplemental Materials

Please include the following information with your submission.

- Minimum of one good quality headshot .jpg digital image to be used for the instructor page on the Middlebury Studio School website.
- Minimum of 4 good quality .jpg digital images of your work, which are representative of works to be created and/or techniques to be learned during the proposed class/workshop. These will be used for printed and digital promotional materials and marketing efforts! Good images are very important!
- Clearly label all submitted images with artist name
- If you are a NEW instructor to Middlebury Studio School, please attach a CV, description of your teaching experience, or other relevant experience.

- You may attach your answers to this form, or provide additional information on a separate page.
- Send electronic applications to: [info@middleburystudioschool.org](mailto:info@middleburystudioschool.org)