

Hello Kimball Art Center instructors and potential teachers,

We are excited to begin planning the 2019 summer camps and classes schedule at the Kimball Art Center! **The Summer Semester runs June 1 - August 31, 2019.** Classes can be programmed for 1-day workshops, week-long camps or semester courses. **Summer Camps run June 10 – August 16.**

We will not be holding classes on the following dates:

- Independence Day (Thursday, July 4).
- Pioneer Day (Observed on Wednesday, July 24).
- Pre/Post Arts Fest (Thursday, August 1 - Monday, August 5).

Class Time Options:

Summer Camps are programmed by week (running Monday through Friday). We offer a morning session and afternoon session, instructors must propose a class for individual time blocks. Students can register for one session or an entire day. Teachers are not responsible for supervising lunch time.

Monday - Friday:

- 10:30 a.m.- 12:00 p.m.: Tots (Ages 4-5) (1.5 hours) classes
- 9:00 a.m. - 12:00 p.m.: Kids (3 hours), Teen/Tween (3 hours) classes
- 1:00 p.m. - 4:00 p.m.: Kids (3 hours), Teen/Tween (3 hours) classes

Classes and Workshops can be offered to all ages outside of the camp schedule. Consider all day or multi-day workshops, 8-week courses or 1-2 hour Family classes. Please propose classes within our hours of operation.

Building hours:

- Main Building: Monday through Friday, 10:00 a.m. – 5:00 p.m.; Saturday and Sunday, 12:00 p.m. – 5:00 p.m.
- Clay Studio: Monday through Friday, 10:00 a.m. – 9:00 p.m.; Saturday, 10:00 a.m. – 5:00 p.m. and Sunday, 12:00 p.m. – 5:00 p.m.

We group our classes into the following categories:

- **Family** (All ages, child takes class with adult 17 or older).
- **Tots** (Ages 3 - 5) All tots are accompanied by an adult. You can offer a 1-hour class with no adults to 4 and 5 year olds only.
- **Kids** (Ages 6 – 9 & 10-12) Must have completed kindergarden
- **Tweens & Teens** (Ages 13 - 17).
- **Adults** (17+) Some teens 14+ are welcome to enroll in adult classes if specified by instructor.

Any of the following mediums are welcome:

Painting (Acrylic, Oil, Watercolor, Plein Air), Drawing, Illustration, Digital Photography, Mixed Media, Encaustic Painting, Glass Fusion, Stained Glass, Ceramics, Jewelry, Fine Silver Smithing, Sculpture, Metal Working/Welding, Glass and Ceramic Mosaics, Printmaking, Textiles, Digital Art, Holiday specific classes, Craft classes or any other media related to visual art that can be facilitated in our studios.

Important Summer Rules:

- DO NOT SCHEDULE A CLASS UNLESS YOU ARE 100% POSITIVE YOU ARE AVAILABLE TO TEACH.
- We do our best to communicate with you. We expect the same from you. Teachers will be given a class enrollment update a week prior to the start date of the class. A final decision will be made four days prior to the class if it meets minimum registration standards. A class MUST have at least 4 students enrolled to run, our class capacity is 12 students. If you need more advanced notice, let us know and we will try to accommodate you.
- The Kimball Art Center is located at 1401 Kearns Blvd. in the heart of the Bonanza Park area. There are parking lots on both sides of our building. Teachers are welcome to park in either parking lot.
- You are expected to be in class ready to teach no later than 15 minutes before the class start time. Our staff will do our best to ensure that studios are tidied before you arrive, but you are required to set the room up and to clean up at the end of each class. Note, that all teachers are PAID an extra 30 minutes on top of their regularly scheduled teaching time to account for setup time and clean-up time.
- You will be required to attend a mandatory orientation/training session before the beginning of summer camps.

Mandatory Orientation:

- Teachers will be required to attend an orientation at the Kimball Art Center prior to the start of camps. Training will be given on procedures for camps and rules will be reviewed
- Orientation will tentatively be on **Friday, June 7th from 1:00pm to 2:00pm**

Deadlines and Important Dates:

- Class proposals, descriptions, lesson plans, dates, materials lists and example images are due **Monday, February 8**. Please submit all content to <https://kimballartcenter.org/submit-class-proposal/> or send questions to education@kimballartcenter.org.
- Online release – Mid March, registration capabilities are live.
- Print release – Mid March, catalogues in house to be mailed and start distribution. (PR begins with online release - we may ask you to join us on KPCW, come to PCTV or perhaps interview for the Park Record).

Let's make this summer the most fun and creative yet! We look forward to hearing all of your ideas!

Best,

Amanda McGarry

Education Coordinator

435.649.8882 ext 105

amanda.mcgarry@kimballartcenter.org

www.kimballartcenter.org