

If you have not previously taught for the Kimball Art Center, please see full application requirements on our website, kimballartcenter.org/jobs.

Hello Kimball Art Center Instructors,

We are excited to begin planning the 2020 summer camps and classes schedule at Kimball Art Center! **The Summer Semester runs June 1 - August 31, 2020.** Classes can be programmed for 1-day workshops, week-long camps or semester courses. **Summer Camps run June 8 – August 14.**

We will not be holding classes on the following dates:

- Independence Day (Observed on Friday, July 3).
- Pioneer Day (Observed on Friday, July 24).
- Pre/Post Arts Fest (Thursday, July 30 - Monday, August 3).

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 hour) 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 Saturday, 10:00 a.m. – 5:00 p.m.; Sunday, 12:00p.m. – 5:00 p.m.
- Clay Studio: Monday through Friday, 10:00 a.m. – 9:00 p.m.; Saturday, 10:00 a.m. – 5:00p.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 - 10) Must have completed Kindergarten in order to register for summer classes, entering 1st grade.
- **Tweens & Teens** (Ages 11 - 16).
- **Adults** (17+) Some teens 14+ are welcome to enroll in adult classes if specified by the 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 from 8 - 16 students. If you need more advanced notice, let us know and we will try to accommodate you.
- 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 Kimball Art Center prior to the start of camps.
- Training will be given on procedures for camps and rules will be reviewed
- Orientation will be scheduled the week of June 1st.

Deadlines and Important Dates:

- Class proposals, descriptions, lesson plans, dates, materials lists and example images are due **Monday, February 10**. Please submit all content to education@kimballartcenter.org.
- Online release - End of March, registration capabilities are live.
- Print release -End of 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

g

www.kimballartcenter.org