TEACHING ARTIST AGREEMENT

611 Vermont Route 103 S • Ludlow, Vermont 05149 • 802.228.8770

1. Our Teaching Partnership

At Create Together, we believe creativity flourishes through collaboration, shared knowledge, and meaningful community connections. Our Teaching Artists bring that vision to life by creating welcoming opportunities to learn, explore, and grow.

This agreement applies to all Teaching Artists, including guest instructors, and outlines the shared responsibilities that support safe, respectful, and successful learning experiences.

2. Class Proposals, Scheduling & Commitments

Class Submissions & Approval. Teaching Artists submit class proposals through Create Together's designated Class Submission Form, in accordance with the accompanying Class Submission, Publication & Cancellation Guidelines. All proposals require approval before publication.

Scheduling Commitments. Class dates, times, and instructional spaces are coordinated and confirmed before publication. Once published, Teaching Artists are expected to honor these commitments and promptly communicate any necessary changes.

Approved Class Locations. Classes administered by Create Together must take place in approved instructional spaces on the Fletcher Farm campus, consistent with organizational insurance coverage and facility policies.

3. Enrollment, Compensation & Payment

Minimum Enrollment & Pricing. The Workshop Pricing Worksheet establishes class tuition, minimum enrollment, and Teaching Artist compensation. A completed worksheet is required with every class proposal. Leadership and Teaching Artists coordinate enrollment reviews and decisions according to the accompanying guidelines.

Teaching Artist Compensation. Teaching Artists are compensated according to the approved Workshop Pricing Worksheet as follows:

Classes Meeting Minimum Enrollment: Teaching Artists receive compensation for the number of teaching hours at the hourly rate provided by the artist.

Enrollment Above the Minimum: Teaching Artists receive the minimum enrollment fee (described above) plus 60% of tuition revenue for each additional student enrolled beyond the class minimum.

Classes Below Minimum Enrollment: Teaching Artists may elect to proceed with a class that has not met minimum enrollment at a 50/50 tuition revenue split, without the guaranteed hourly rate.

Pricing and Payment Calculations. Finance provides the Electronic Workshop Pricing Worksheet through the Class Submission Form. It establishes tuition, minimum enrollment, and Teaching Artist compensation. Teaching Artists must complete and submit the worksheet with each course proposal; payments follow its approved calculations.

Consumable Materials Fees. Consumable materials fees are separate from tuition and are not included in teaching compensation calculations. Refunds and transfers follow the Class Submission, Publication & Cancellation Guidelines.

Payment Schedule. Approved teaching compensation and collected materials fees are paid together on the Wednesday following completion of the workshop.

Tax Documentation. Teaching Artists must submit a completed IRS Form W-9 directly to Create Together's Finance Department before receiving payment. Updated documentation may be requested when necessary. W-9 forms and other sensitive financial information must not be submitted through the Class Submission Form.

4. Collaborative Marketing & Promotion

Create Together supports Teaching Artists through coordinated marketing and community outreach, including social media, newsletters, community publications, and other promotional opportunities.

Successful promotion is a shared responsibility. Teaching Artists are expected to share registration links, engage their personal and professional networks, and participate in promotional efforts alongside Create Together. Complete class information and photographs must be submitted within established deadlines. Create Together's marketing team is available to provide individualized guidance and support.

5. Materials, Equipment & Studio Responsibilities

Instructional Qualifications. Teaching Artists must possess the knowledge, skills, and experience necessary to safely and effectively teach their classes, including proper use of relevant tools and equipment.

Materials & Specialty Tools. Teaching Artists provide consumable materials and specialty tools required for their classes unless otherwise arranged. Use of Create Together's equipment and facilities must be coordinated and approved in advance.

Amazon Business Account. Teaching Artists may access Create Together's Amazon Business account for class-related purchases and available benefits, including eligible discounts and shipping options. Teaching Artists must use their own payment cards. Payment information is managed through Amazon and is not shared with or visible to Create Together or other Teaching Artists.

Class Preparation. Teaching Artists are expected to prepare their instructional spaces and be ready to teach at least 15 minutes before the scheduled class begins.

Studio Care. Teaching Artists are responsible for the appropriate use and care of instructional spaces, tools, and equipment. Studios must be left broom-clean, with tables wiped down, materials properly stored, and the space organized and ready for the next class.

6. Studio Safety & Professional Conduct

Safety Responsibilities. Teaching Artists are responsible for teaching, demonstrating, and enforcing appropriate safety practices for their medium, materials, tools, and equipment throughout each workshop.

Facility Safety. Before teaching, Teaching Artists must review Create Together's Teaching Artist & Workshop Safety Guidelines, Accident & Injury Procedures, and applicable studio procedures. Artists must locate emergency contacts, first aid kits, fire extinguishers, and other relevant safety equipment.

Protective Equipment. Teaching Artists must ensure participants use required personal protective equipment and follow applicable safety procedures throughout instruction.

Professional Conduct. Teaching Artists must maintain respectful, professional conduct and comply with Create Together's Code of Conduct and applicable campus policies.

Accident & Injury Reporting. Teaching Artists must promptly report accidents and injuries occurring during their workshops and complete the required Accident & Injury Report in accordance with Create Together's Accident & Injury Procedures.

7. Workshop Cancellations & Financial Responsibilities

Cancellations & Rescheduling. Teaching Artists and Create Together leadership coordinate enrollment reviews, cancellations, and rescheduling according to the accompanying Class Submission, Publication & Cancellation Guidelines.

Emergency Cancellations. Either party may cancel or reschedule without penalty due to acts of God, professionally documented injury or illness, or major family emergencies.

Low Enrollment. When minimum enrollment is not met, Teaching Artists may elect to proceed under the below-minimum compensation terms outlined in Section 3: Enrollment, Compensation & Payment of this Teaching Artist Agreement. Otherwise, Create Together leadership and the Teaching Artist will coordinate rescheduling or cancellation in accordance with the accompanying Class Submission, Publication & Cancellation Guidelines.

Teaching Artist Cancellation Liability. Teaching Artists are responsible for reasonable, documented administrative or promotional expenses incurred by Create Together as a direct result of their cancellation of a publicly posted class, excluding qualifying emergencies or cancellations due to low enrollment.

Materials & Financial Responsibility. Create Together is not financially responsible for tools, equipment, materials, or supplies purchased by Teaching Artists for canceled or postponed classes, unless otherwise agreed in writing. Any associated outstanding charges or financial obligations remain the Teaching Artist's responsibility. Student materials fees are refunded in accordance with the accompanying guidelines.

8. Assumption of Risk, Liability & Personal Property

Assumption of Risk. Teaching Artists acknowledge and voluntarily assume the risks of personal injury, theft, or damage to personal property associated with their workshop activities.

Release of Liability & Hold Harmless. Teaching Artists agree to release and hold harmless Create Together, its Board of Directors, staff, and volunteers from claims, demands, or actions arising from personal injury, theft, or property damage sustained during workshop activities.

Personal Property & Insurance. Create Together does not provide insurance for Teaching Artists' personally owned tools, equipment, materials, or supplies and strongly encourages appropriate personal property insurance.

9. Agreement & Acknowledgment

By signing below, the Teaching Artist acknowledges having reviewed and agreed to this Teaching Artist Agreement and the accompanying Class Submission, Publication & Cancellation Guidelines, including applicable scheduling, enrollment, compensation, cancellation, and financial policies. Teaching Artists also acknowledge their responsibility to review and comply with Create Together's safety procedures, emergency protocols, and applicable Code of Conduct.

Both parties share a commitment to professionalism, collaboration, safety, and meaningful learning experiences.

Teaching Artist

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Signature & Date:

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Printed Name:

Create Together Representative

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Signature & Date:

_____

Printed Name: