

UPCOMING TERM DATES AND PROPOSAL SUBMISSION DEADLINES

Fall 2019 Term

Start Date: [Tuesday, October 1, 2019](#)

End Date: [Saturday, December 14, 2019](#)

Frequency: *Courses meet once a week*

- *Tuesday through Friday from 5:00pm-7:30pm*
- *Saturday mornings from 10:00am-12:30pm*
- *Saturday afternoons from 1:30pm-4:00pm*

Duration: Each term runs a total of 10 weeks, with courses 2.5 hours per day, for a total of 25 contact hours.

PROPOSAL DEADLINE: **Sunday, May 26, 2019**

Spring 2020 Term

Exact Dates [TBD \(February –April\)](#)

Frequency: *Courses meet once a week*

- *Tuesday through Friday from 5:00pm-7:30pm*
- *Saturday mornings from 10:00am-12:30pm*
- *Saturday afternoons from 1:30pm-4:00pm*

Duration: Spring term meets for a total of 10 weeks, with courses 2.5 hours per day, for a total of 25 contact hours.

PROPOSAL DEADLINE: **Sunday, September 29, 2019**

Summer 2020 Term*

Week 1: [Exact Dates TBD](#)

Frequency: *Courses meet every day Monday-Friday from 10:00am-4:00pm, with a 1 hour lunch break*

Duration: Courses run for a total of 5 days, 5 hours per day, for a total of 25 contact hours.

Week 2: [NO PROGRAMS](#)

Week 3 & 4: [Exact Dates TBD](#)

Week 5 & 6: [Exact Dates TBD](#)

Frequency: *Courses meet every day Monday-Friday for a total of 10 days.*

- *Mornings from 10:00am-12:30pm*
- *Afternoons from 1:30pm-4:00pm*

Duration: Each session is two-weeks long, with courses 2.5 hours per day, for a total of 25 contact hours.

PROPOSAL DEADLINE: **Sunday, January 19, 2019**

*Tentative term structure. Subject to change. Updated information will be posted in the new year.

****Proposal forms are sent by request. At the date of each deadline, the proposal sent will be for the following term****

To receive a proposal form, if you have questions about proposing a course, or would like to visit Marwen and learn more about our programs before proposing, please contact Christian Ortiz, Senior Manager of Studio Programs, at TA@marwen.org

INFORMATION FOR NEW TEACHING ARTIST APPLICANTS

Marwen hires exceptional practicing artists to teach courses that encourage creative thinking through instruction in a variety of visual art media. Three times per year, we seek teaching artists of all disciplines (particularly digital media, graphic design, video, photography, fashion, ceramics, painting, comics and street art). Teaching artists are not required to have a post-secondary degree but are required to have an artistic practice and previous experience as a lead teaching artist, working with youth. Candidates with no prior lead-teaching experience may consider our studio facilitator (i.e., teaching assistant) positions to gain experience and professional development (See below for more information).

Marwen is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, national origin, age, sex, religion, disability, sexual orientation, marital status, veteran status, gender identity or expression, or any other basis protected by local, state or federal law.

Requesting and Submitting Course Proposal Forms

If you are interested in receiving a proposal form, please email Christian Ortiz, Senior Manager of Studio Programs, at TA@marwen.org. Proposal forms are sent as access links to a shared Google doc that can be live edited. A gmail account is required to access the Google doc. If you do not have a gmail account, a .DOC/.DOCX form can be sent for you to fill out offline.

At the date of the deadline, proposals will be reviewed and incomplete Google forms will be removed from consideration.

Prospective Teaching Artists are welcome to request an informational meeting to learn more about Marwen and the programs we offer, prior to submitting a proposal. To set up an appointment contact Christian Ortiz, Senior Manager of Studio Programs at TA@marwen.org or 312.374.2912.

Studio Facilitator to Teaching Artist Pathway

Candidates are required to have prior experience as a *lead* instructor in order to be considered for our Teaching Artist positions. However, Marwen provides opportunities and support to gain that experience and receive professional development, through our Studio Facilitator to Teaching Artist Pathway.

Candidates with no prior experience as lead instructors, or who only have experience as teaching assistants, are invited to first apply to be a studio facilitator. Studio facilitators interested in teaching must then fulfill the following requirements before being considered for a teaching artist position:

1. Attend a syllabus writing workshop (offered 3 times per year)
2. Attend at least 3 professional development opportunities provided at Marwen
3. Lead-teach through one of the following opportunities (which include reflection and feedback):
 - a. One-Day Spring Break Workshop
 - b. 4-Session May Term Course
 - c. 10-Session Co-Teacher/Mentoring Program

Studio Facilitators interested in being part of this pathway program can contact Christian at TA@Marwen.org

Teaching Artist Pay Rates and Structures

The following provides a framework for how teaching artists enter and progress through Marwen's independent contractor pay scale. Teaching artist advanced to the next pay rate after completing three terms as lead-teaching artist at their current pay rate.

TIER 1: \$28/hr - \$700 for a 25 contact-hour course

- Entering Marwen with 1-3 years of experience as a lead-teaching artist

TIER 2: \$39/hr - \$975 for a 25 contact-hour course

- Entering Marwen with 3-6 years of experience as a lead-teaching artist
- For Marwen teaching artists that have completed three terms as a teaching artist at Tier 1

TIER 3: \$55/hr - \$1375 for a 25 contact-hour course

- For Marwen teaching artist that complete three terms as a teaching artist at Tier 2
- Considered for New TAs with 10+ years of lead-teaching experience

In addition to contracted hours teaching artists are paid:

- \$50 – New Teaching Artist Orientation
- \$50 – Syllabus Completion
- \$50 – Pre-Term Meeting
- \$50 – Mid-Term Meeting (Only held during the Spring and Fall Terms)
- \$50 – Post-Term Meeting
- \$200 – for Prep Time

Payment is divided into a mid-term (First 5 weeks of course contact hours, syllabus completions, new TA orientations, and Pre-Term Meeting) and end-term pay (Last 5 weeks of course contact hours, mid-term and post-term meetings, and prep time).

Final pay is dependent on attendance to all class sessions and completion of all additional items.

Please note: New teaching artists (TAs) will not have completed their first course during the start of the selection process for the following term, and thus will not have had the opportunity for evaluation and reflection. As such, new TAs are *only* considered for the following term through invitation – usually as a result of a specific needs for courses. However, new TAs may participate as studio facilitators during that following term so as to stay connected with Marwen. New TAs will be eligible to submit a proposal to teach for the term thereafter.

Returning TAs: Marwen has a large community of returning teaching artists and a limited number of courses offered across three terms. Marwen makes an effort to prioritize providing teaching opportunities to each of our veteran teaching artists in at least one out of our three terms. When unable to accept a course, teaching artists will be invited to facilitate during that term, and their proposal will be considered with higher priority the following term. Due to the large number of returning teaching artist proposals, we also prioritize teaching opportunities to those that regularly attend our professional development opportunities, submit all forms (proposals, syllabi, surveys) in a timely manner, and maintain proper communication in their courses and in their working relationships with staff.

Proposal Form Information

The following is a list of materials and questions requested through the proposal form. Please note, this is only provided as reference. **DO NOT FILL THIS OUT AND SUBMIT IT AS THIS IS NOT THE OFFICIAL PROPOSAL FORM.**

Proposal Form:

1. Artist bio
2. Description of teaching experience
3. Description of teaching style
4. Details of proposed course(s) (media, skill students will learn, vocabulary, description of projects, etc)
5. 3 Sentence proposed course description (to help build language for our course brochure)
6. Grade level you are comfortable with (Courses are either 6-8th and 9-12th grade)
7. Samples/sketches/reference images of work that will be made in the class
8. Questions:
 - a. What are you most excited about teaching in this course?
 - b. Why is this important to you as an artist and why do you think it is important/relevant for your students to learn?
 - c. What draws you to want to work with Marwen and our students (who come from under-resourced schools and communities)?
 - d. Describe the ways this course will connect content relevant to students that are coming from under-resourced school and communities (such as social and/or cultural references, practices, and/or ideas).
 - e. Because our students are from all over the city, community is an important aspect of the Marwen classroom. Describe the ways you would incorporate community/team building in your course.
 - f. Please describe how your studio facilitator (i.e., teaching assistant) can best support you. What skills, prior knowledge of materials, processes, or techniques would be useful for your facilitator to have.

Addendum:

1. 3-5 jpegs of your own studio work
2. 3-5 images of your past students' work. Please include the grade level in the file name.
3. Updated CV/Resume
4. Completed Proposal Form
5. Contact Information to Two References