



Estuary Arts Centre Charitable Trust
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Expression of Interest Courses and Workshops 2016

Each Expression of Interest (EOI) will be assessed by the EAC Education Committee and you will be notified

This EOI for courses and workshops are for 2016 including School Holiday periods.

We will contact you to discuss your EOI before making decisions if anything is unclear. Should your proposal be selected for the programme, we will provide you with a tutor contract for services for signing.

We will contact applicants if further information is required. If you have any questions you can contact us via email at learn@estuaryarts.org or phone 09 426 5570

Your Proposal: *Please complete one form per course/workshop you would like to teach*

Section 1: Details about the applicant

Name: _____

Postal Address: _____

Mobile: _____ **Phone:** _____

Email: _____

Please confirm your eligibility to work in NZ: (Tick the relevant one)

- New Zealand Resident/Citizen - Australian Resident/Citizen
- Hold a Work and Holiday visa (NZ) - Work Permit: Hold a valid work permit (NZ) - Other

Work permit issue date: _____

Work permit expiry date: _____

If you selected **'other'** please specify the type of permit/visa that you hold: _____

Section 2: Details about the course/workshop

Course / workshop title: _____

Art Form / medium: _____

Offering: (circle) Term Programme / School Holiday Programme / Workshop / Short course

Duration: _____

Who is the course/workshop aimed at? *E.g. adults, 5 – 7 year olds, experienced, beginners*

How many students / participants? *State the min and maximum no's*

Minimum: _____

Maximum: _____

Provide a brief outline of the course / workshop, including a description of the activities the students will do and the processes you will guide them through?

Outline: _____

Activities: _____

Processes: _____

What is the aim of the course / workshop, how and what will the students learn?

Should your application be successful this information will be used to promote your course / workshop

Aim: _____

How will they learn: _____

What will they learn: _____

(Feel free to attach a more detailed course outline)

Provide three preferred days / times when you would like to run this course/workshop?

a) _____

b) _____

c) _____

What is your anticipated hourly rate? \$ _____

What do you think is a fair price to charge the student for this course? \$ _____

Are there any other arts education providers offering the same / similar course to this? Yes No

If **Yes** please provide details of the education provider and the duration and cost for that course:

If you will provide materials as part of your course, please list them?

What would the material fee be? \$ _____

Please note that this material fee would need to be added to the course fee?

Will students need to supply and bring with them their own materials? Yes No

If **YES** Please list these materials?

What equipment would you require EAC to provide?

For Ceramics / Glass or any medium requiring the use of a kiln:

To recover electricity costs, all classes will be charged energy costs for each firing or a pro-rata portion of each kiln firing (this will need to be on-charged to students or factored into the student fee)

For all applicants please supply a current **CV** for each person involved in the delivery, specifying their experience and relevant skills to successfully deliver the course/workshop?

CV attached: Yes No

Section 3: Marketing and market research

Do you have evidence to support a NEED for this course / workshop? Yes No
If YES Please elaborate?

How could you assist EAC to market this course?

Please Tick if you have any of the following and would use these tools to help advertise the course?

Facebook Twitter Instagram Personal Website

Please note that tutors will be asked to abide by EAC social media and marketing policies.

Section 4: Declaration

Declaration:

I declare that the information provided here is correct:

For the purpose of processing this Expression of Interest and assessing our organisation's eligibility, we authorise EAC to:

- Collect information about this application and our organisation from, and disclose such information to, third parties; and
- Collect, retain, use and disclose personal information about individuals who are noted in this application. We confirm we have consent to authorise this

Print Name: _____

Signature: _____

Date: _____