



Postmark Center for the Arts

Teaching Opportunities

Thank you for your interest in Postmark Center for the Arts teaching opportunities! We are always looking for passionate teachers to bring creativity to Auburn! If you are interested in teaching a class with us, please email ahyde@auburnwa.gov with the following information:

Name: _____

Email: _____

Phone: _____

Website (if applicable): _____

Address: _____

Tell us briefly about yourself, your arts and/or teaching experience:

What kind of class are you thinking about offering? Please fill out and submit a separate form for each class idea.

Title of class:

1-2 sentence description of class (what students would expect if they read about it):

Age range:

Preferred day of the week (Wed-Fri) and time range:

Materials provided by teacher?: Yes ☐ No ☐

Amount you would like to be paid (per student):

Minimum amount of students registered (if class registration does not reach the minimum, the class may be subject to cancellation):

General Information:

1. Payment for teaching:

You are free to discuss with us the amount you would like to be paid per student registered for your class. The cost you would want to be paid per student will influence how much we will charge the student and the minimum number of students registered to run the class. We are required to add an additional \$10 administrative fee on top of your rate per student to cover staff and administration time.

2. Materials:

If you require us to purchase materials for your class, expenses will be added to the student sign up fee accordingly. If you supply the materials, this will result in a lower cost for attendees, and possibly higher registration numbers.

3. Subject matter:

The Postmark Center for the Arts is a location dedicated to offering a variety arts and cultural classes. If your class proposal does not seem like a good fit for our programming goals, we will happily offer suggestions for alternative sites or programs that might be a better fit.

You may attach to your email a resume or list of classes you have previously instructed (not required).

For questions please contact Postmark Center staff at arts@auburnwa.gov or 253-931-3043, or Arts Supervisor, Allison Hyde ahyde@auburnwa.gov.

