

## Glen Echo Park Partnership Course Proposals

The Glen Echo Park Partnership for Arts and Culture Inc. is accepting course proposals from visual arts, crafts, and dance and movement instructors. Proposals may be reviewed on an ongoing basis, but specific deadlines are set for inclusion in our fall/winter and spring/summer catalogs. Proposals for the **spring/summer** catalog must be received by **November 1** and for **fall/winter** programs by **May 8**.

### Course Proposals

**Arts areas:** We are seeking course proposals for adult, teen and children's classes and camps in the areas of **book and paper arts, fiber arts, sculpture and other arts, crafts and media**.

**Dance and movement areas:** We are seeking proposals for **social dance** classes in the areas of **Country and Line Dancing, Salsa, American and International Ballroom styles**. We are also seeking proposals for classes in **modern dance, adult ballet and other dance and movement techniques**.

Course proposals for ages 13 and older *should not* include the subject areas of pottery, drawing, painting, and photography. In general, we are seeking courses that complement but do not directly overlap with current visual and performing arts programs. Visit [glenechopark.org/](http://glenechopark.org/) to view the course catalog of current offerings.

**Course details:** Proposals will be accepted for both single session workshops as well as series of classes or camps. Class series typically vary from 4 to 10 weeks in length. Workshops may be single day or two weekend days.

**Time frame:** The spring session includes classes beginning in the months of March, April and May. The summer session includes classes beginning in June, July and August. Similarly, the fall session includes start dates in September, October and November, and winter sessions include December, January and February. Spring/summer sessions and fall/winter sessions are published in separate catalogs, and registration, once open in late January (for spring/summer) or early August (for fall/winter) is ongoing for both sessions. All proposed courses must have a start date within the six-month period of their respective fall/winter or spring/summer semester. Classes may be offered seven days a week, from 8:00 a.m. to 11:00 p.m.

**Requirements:** Applicants must have relevant teaching and/or professional experience and must include a resume along with their proposals. Applicants must have satisfactory personal references and agree to a background check.

**Facilities:** All classroom facilities are located at Glen Echo Park. Several general classroom spaces are available for visual arts classes in the North Arcade building and are equipped with tables, chairs, sinks and cabinets. The Hall of Mirrors is a newly renovated dance and movement facility equipped with a Harlequin floor, mirrors, barres and sound system. The Ballroom Back Room is a dance facility equipped with a wooden floor, speaker hook ups and a small seating area. These facilities are multi-use spaces and storage, when available, is limited.

**Tuition and Glen Echo Park Fees:** Instructors are independent contractors and will receive a 1099 as appropriate. Individual instructors set the tuition amounts and minimum and maximum enrollment for their classes with approval of Partnership program staff. If courses do not meet their minimum enrollment they may be cancelled. Individual instructors may be required to hold liability insurance depending on the scope of class content.

The Partnership receives and processes all student registrations. For the current sessions, 70% of the total tuition collected for each class will be paid to the instructor and the Glen Echo Park Partnership will retain 30%. Credit card processing fees and a 1% facility fee are deducted prior to paying out the tuition balance. Students pay a registration fee with each registration form completed which is either a separate fee for workshops and classes or incorporated in the overall tuition for drop-ins. These parameters will be finalized prior to catalog publication. Instructors are paid once a month for classes that have met at least twice in the previous month.

### Application Instructions

1. Complete the attached course proposal form for each class. If you plan to offer the same class more than once, please submit a separate form for each section (separate time you wish to offer it.)
2. Alternatively, you can submit the form online using the link provided on our website, and then email or mail supplemental information to the address below.
3. Include a resume with three professional references, teaching experience, and education history.
4. Visual artists may include up to 10 images of recent work, either by email, print or cd. Instructors may also include any websites where their work can be viewed.
5. Submit completed forms by email to [amills-robertson@glenechopark.org](mailto:amills-robertson@glenechopark.org), by mail to Glen Echo Park Partnership, 7300 MacArthur Blvd, Glen Echo, MD 20812, Attn. Ama Mills-Robertson, or fax to 301.634.2260.
6. **The deadline for inclusion in the printed catalog is November 1 for spring/summer and May 8 for fall/winter. Proposals will also be considered on an ongoing basis for classes to be listed for registration online only.**

### Questions

Questions may be directed to:

Ama Mills-Robertson, Director of Visual Arts and Education Programs

[amills-robertson@glenechopark.org](mailto:amills-robertson@glenechopark.org)

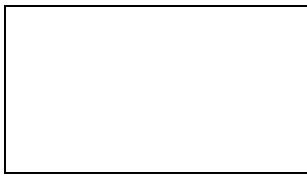
Telephone: 301.634.2223

[glenechopark.org/](http://glenechopark.org/)

### About the Partnership and Glen Echo Park

The Glen Echo Park Partnership for Arts and Culture is a nonprofit organization, established in 2002 to manage the operations, facilities and programs in Glen Echo Park. The Partnership's mission is to present vibrant artistic, cultural and educational offerings at Glen Echo Park and promote the Park as a unique destination for our region's diverse population. It nurtures a dynamic community of artists and performers while preserving and managing historic facilities within a National Park.

Glen Echo Park is located at 7300 MacArthur Blvd. in Glen Echo, Maryland, six miles northwest of Georgetown along the scenic Potomac River palisades. Founded in 1891 as a National Chautauqua Assembly, it served for many years as the Washington area's premier amusement park. Today, Glen Echo Park offers year-round activities in dance, music, theater and visual arts for residents of the Washington metropolitan area and visitors from across the country. Among the Park's most popular offerings are weekly dances in the Spanish Ballroom, performances by the Puppet Co. and Adventure Theatre MTC, gallery exhibitions, and special events such as Carousel Day, the annual Washington Folk Festival and the Labor Day Art Show. In addition, over 7,000 students enjoy visual arts, dance and music classes at the Park annually. For more information visit the website at [www.glenechopark.org](http://www.glenechopark.org).



# COURSE PROPOSAL FORM

COMPLETE ONE FORM FOR EACH SECTION OF EACH COURSE OFFERED

**Class Name:** \_\_\_\_\_

**Session Number** (e.g. Class 1, Class 2, etc): \_\_\_\_\_

**Instructor First Name:** \_\_\_\_\_

**Instructor Last Name:** \_\_\_\_\_

**Organization Name (if applicable):** \_\_\_\_\_

**Mailing address:** \_\_\_\_\_

**Email address:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Location needed:**     classroom             dance facility             other

**Min # of students:** \_\_\_\_\_            **Max # of students:** \_\_\_\_\_

**Student min. age:** \_\_\_\_\_            **Student max age:** \_\_\_\_\_

**Day/Days of the Week:** \_\_\_\_\_

**Class Begin Date:** \_\_\_\_\_            **Class End Date:** \_\_\_\_\_

**Begin Time:** \_\_\_\_\_            **End Time:** \_\_\_\_\_

**Dates (if any) that class will not meet:** \_\_\_\_\_

**Total number of times class meets:** \_\_\_\_\_

**Tuition:** \_\_\_\_\_

**Tuition notes or supplies (will instructor provide supply list? Is there a supply fee?):**  
\_\_\_\_\_

**Instructor contact information (available for students):** \_\_\_\_\_

**Course description (not to exceed 40 words):** *(attach additional sheets if necessary)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Instructor Bio (not to exceed 30 words):** *(attach additional sheets if necessary)*

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\_\_\_\_\_