



REQUEST FOR PROPOSALS FOR CREATIVE CLASSES TEACHERS

The Denver Art Museum (DAM) seeks creative educators to develop and instruct Creative Classes for adult audiences for the Winter/Spring 2025 semester. Both experimental and traditional approaches that speak to the breadth of creative practice may be explored—to widen and ignite the creative perspective of DAM visitors and develop connections with exhibitions and collections.

The current Creative Classes include topics such as: meditation and painting, nontraditional weaving techniques, natural fabric dyeing methods, painting and collage, and monotype printmaking. Our motto is “everyone is creative”, and we work to create a class schedule and class content that will spark the interest of a wide audience.

We are open to all creative pursuits in the Visual Arts that can educate an adult audience in learning new techniques and developing a deeper understanding of creative practice. **For Winter/Spring 2025 we are specifically interested in the following practices (among others!) to round out our offerings:**

- **Illustration – pen and ink, watercolor, drawing for children’s books, novels, myths, or folk tales**
- **Fiber arts – textiles, weaving, dyeing, felting**
- **Seasonal element – connecting to winter or spring**

Visit <https://form.jotform.com/241066411901143> for proposal requirements and submissions.

Communities of color and other marginalized identities have been underrepresented in art museums over decades, both internally and externally. The Denver Art Museum is committed to centering these communities in the work we do. In order to do this, we aim to create a working environment where creatives are included from the beginning as essential collaborators and empowered to show up as their full selves in those collaborations.

*It is our intention to work with a wide range of creatives in the development of our programs and spaces. We strive not only to maintain relationships, but also to spread out connections and opportunities across the creative community. **

Educators will be expected to:

- Develop adult-focused course/workshop curriculum in collaboration with DAM staff
 - Highlight their own creative expertise and practice
 - Connect course content to DAM exhibitions and/or collections
 - Utilize media appropriate for available facilities and equipment
- Provide a detailed materials list with website links.
- Complete the contracted hours and instruct each class/workshop session as scheduled.
- Attend one teacher training session (for educators new to DAM).
- Provide a biography, headshot, and high-resolution images of student artwork – for promotional purposes.
- Complete a feedback form to help us evaluate and further develop the program.



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The DAM will provide:

- **Classroom/workshop facilities and equipment.**
 - The Ruby Red workshop is meant for artmaking. The workshop will be stocked with limited studio art equipment and basic teacher supplies. You are welcome to create a mess as long as it can be cleaned up by the end of the class session. Please avoid processes that require use of toxic materials. ([Contact srockett@denverartmuseum.org](mailto:srockett@denverartmuseum.org) with questions regarding materials usage or equipment in the workshop space.)
- **Student materials.**
 - 6-week and 4-week classes: Students will purchase all their own materials. DAM will provide students with a materials list as created by the artist educator.
 - 1-day Workshops: The DAM will purchase all student materials. An additional materials studio fee will be added to the price of the class for students at a rate of \$30/60/90 dependent upon cost of materials.
- **Online registration and check-in.**
 - DAM staff will create and manage the online registration system for all classes/workshops and will assist with checking-in students at class time. A roster of students will be provided to educators following the close of online registration for each course.
- **Access to galleries and exhibitions.**
 - All educators will have access to the galleries and exhibitions included in general admission. Educators are encouraged to take their students to view artworks within the museum during class time for inspiration, historical context, and technical examples.
- **Promotional materials.**
 - The DAM will create a course catalog and other promotional materials. Our Communications and Marketing teams will also schedule social media posts and website updates for advertisement.

Qualifications:

- Current and active creative/artistic practice in Colorado
- Desire to share their creative expertise with others
- Experience teaching a wide age range of adults
- Bachelor's degree in a related field OR equivalent experience

Things to consider in your class proposal...

- **Easy entry points:** your students will largely be at a beginner level. We look for content that has easy entry points for beginners, but also room to expand for experienced students.
- **Wide age range:** While DAM audiences lean toward older adults, you may also have a teen in your class. We look for classes and teachers that can accommodate a wide age range (16-96), as we work to have a greater diversity of ages in classes.
- **Materials for students:**



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- **6-week & 4-week classes:** Lean into materials that are more easily accessible for the public and can be found at most art stores. You will be asked to provide a dollar range for materials that the average student can expect. The high end of this range should not exceed \$100.
- **1-day workshops:** The DAM will purchase all class materials and provide individual packets to each student. Most of our materials are purchased via DickBlick, Amazon, and Home Depot. You will be asked to choose the appropriate studio fee for your workshop: \$30, \$60, or \$90.
- **Materials restrictions:** While we can accommodate most materials, ventilation is still a challenge. Please consider materials and techniques that require little ventilation.
- **Onsite:** Creative Classes are held onsite at the DAM. As of now, our program cannot accommodate classes that are held in alternative locations or are fieldtrip-based.

Be prepared to upload: <https://form.jotform.com/241066411901143>

1. Word doc or Adobe PDF with the following information:
 - a. **A brief description** of the course or workshop you would like to teach. Include information regarding media and necessary equipment. Note the duration of the class (4-week, 6-week, or one day workshop). **You may propose more than one class or workshop.**
 - b. How will your class/workshop **connect to DAM collections and exhibitions**? See the DAM website for upcoming exhibitions and current collections.
 - c. What **impact** will this class have on students? What do you want students to get out of the class?
 - d. Provide a **full materials list** for each course or workshop you are proposing.
 - i. 6-week & 4-week classes: provide a dollar range that students can expect to pay for materials, i.e. \$50-100.
 - ii. 1-day workshops: choose a studio fee to cover materials for each student, \$30/60/90.
2. A copy of your current Resume/CV.
3. Link to your creative website.
4. Contact information for two professional references who can speak to your expertise as a creative and educator.

Winter/Spring 2025 Schedule

Classrooms are reserved for 30 minutes before each class/workshop to allow time for setup, and for 30 minutes after the class for cleanup. Creative Classes teachers are paid at a rate of \$30-32/hour (dependent on experience) for time instructing the class, developing the curriculum, and class prep.

**If a class is cancelled due to low registration, the DAM will pay the teacher 1/3 of the contracted honorarium.*

PLEASE INDICATE YOUR AVAILABILITY.

(Total number of classes for the semester schedule to be determined at a later date.)

- **6-week course, meets 2 hours per week, compensation: \$1,110-1,185** (dependent on experience)
1:30-3:30 pm on Wednesday afternoons
 - January 8 – February 12
 - February 19 – March 26
 - April 2 – May 7



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- **4-week course, meets 2 hours per week, compensation: \$810-865 (dependent on experience)**
 - **10:00 am-12:00 pm on Wednesday mornings**
 - February 19 – March 12
 - April 2 – April 23
- **6:00-8:00 pm on Tuesday evenings**
 - January 14 – February 4
 - February 11 – March 4
 - March 11 – April 1
 - April 8 – April 29
- **One-day Workshop, meets for 4 hours on a Saturday, 10:00 am-2:00 pm, compensation: \$420-450 (dependent on experience)**
 - Saturday, January 11
 - Saturday, January 18
 - Saturday, January 25
 - Saturday, February 8
 - Saturday, February 15
 - Saturday, February 22
 - Saturday, March 1
 - Saturday, March 8
 - Saturday, March 15
 - Saturday, April 5
 - Saturday, April 12
 - Saturday, April 19
 - Saturday, May 3
 - Saturday, May 10
 - Saturday, May 17

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Timeline

- **Request for Proposal DUE:** June 9, 2024 (11:59 pm MST)
- **Review of proposals:** June 10 – 14, 2024
- **VIRTUAL interviews:** June 26 & 27, 2024
- **Selected teachers notified:** July 12, 2024
- **Class schedule finalized:** July 1 – 11, 2024
- **Signed Contracts due:** July 19, 2024
- **Syllabus and Promotional information due from teachers:** August 5, 2024
- **Summer/fall course registration open:** beginning of November 2024
- **Classes begin:** January 2025



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QUESTIONS?

Contact Mia DeBakker, Creative & Public Engagement Coordinator

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