



INSTRUCTOR APPLICATION DEADLINE: APRIL 15th 2019

## GENERAL INFORMATION

Craft @ the Edge: A Handmade Future is a four day international conference designed to celebrate, energize and inspire Newfoundland and Labrador craft in all mediums. Scheduled to happen on the Bonavista Peninsula from October 1st to 4th, 2020, this conference will include engaging teaching sessions, artist talks, professional development workshops, pop-up markets and exhibitions.

We are looking for instructors willing to introduce new and advanced practices to our community of makers, from national and international sources. Are you using innovative technologies and groundbreaking design in your craft production? Have you developed forward-thinking marketing strategies to sell your work? Do you value experimentation in your use of material, style and technique?

Become an instructor at Craft @ the Edge: A Handmade Future by proposing your idea for a creative workshop.

If selected, the Instructor will receive a remuneration of approximately \$546 Canadian funds for each full teaching day. A full teaching day is defined as six hours of instruction. Travel, accommodations and per diem will also be covered by the contract. Please note that Craft @ The Edge will pay CARFAC fees. The amount of \$546 CAD is in accordance to the 2019 CARFAC fee schedule. Craft @ The Edge will adjust their remuneration when the 2020 CARFAC fees are released.

For more information about CARFAC and fees, visit:  
[http://carcc.ca/en/fee\\_schedule\\_2019\\_professional](http://carcc.ca/en/fee_schedule_2019_professional).

## PROPOSAL REQUIREMENTS

Instructions must be followed exactly. If information is incomplete or incorrectly prepared, the proposal may not be considered.

The workshop proposal(s) must be an original design(s), technique(s) or concept(s) of the instructor submitting the proposal.

Successful proposals will demonstrate a clear understanding of the conference's theme as well as the instructor's relevance within the craft industry/community. Proposals will be reviewed based on the innovative technical approach and experience of the instructor.

The conference site can accommodate instructors needing access to a woodshop, metal shop, chemistry lab, industrial or domestic kitchen, ventilated areas, kilns and letter printing presses. Experience leading art or craft workshops required.

### Out of Province Instructors

The Out of Province Instructors will agree to *not* teach a similar workshop within the province of Newfoundland and Labrador 30 days prior and 30 days following *Craft @ The Edge: A Handmade Future*.

To be considered, Out of Province Instructors must submit proposals to teach throughout the whole conference. This may be a 3 day workshop or a combination of a 1 day and 2 day workshop.

### In-Province Instructors

Proposals from In-Province Instructors may be submitted for a 3 day, 2 day or 1 day workshop.

## PROPOSAL CHECKLIST

Each proposal must be submitted in its own folder and include the following information:

1. The entry form (sample enclosed) filled out completely.
2. A biographical resume of 50-75 words. Your text can include education, teaching experience and any recognized qualifications or expertise relating to the proposed curriculum. *(Will be used for Conference brochure)*
3. An accurate and complete course description of 100 words or less. This outline needs to include the instructed technique(s), the level of proficiency required by participants, a brief overview of the materials to be used during the course, a short class rationale/class goals and any other pertinent information related to the workshop. *(Will be used for Conference brochure)*
4. A complete list of all materials and supplies required for the workshop. Indicate which supplies will be provided by the instructor. Also indicate the supplies needed by participants with a list of prices and where materials can be purchased. If needed, specify your venue requirements for the workshop. The conference sites can accommodate workshops needing wood shops, metal shops, chemistry labs, industrial and domestic kitchens, well ventilated/well lit areas, as well as fully accessible spaces.
5. Submit photographs of completed workshop samples showing the overall work. Make sure to also provide close-up shots of details and in progress shots highlighting your proposed technique. If the piece is dimensional, photos should show all sides of the final product. Images must be submitted in digital format and must be suitable for publishing.
  - a. Jpeg format only
  - b. 300 dpi
  - c. Maximum size of 10 MB

Each image file must be labelled with the workshop proposal name and the instructor's name. If there is more than one image for each workshop, please number accordingly and provide descriptions as necessary

Ex: Yarnbombing-Sally Smith\_image001  
Yarnbombing-Sally Smith\_image002(in progress)

Please do not send original work.

## SUBMITTING YOUR PROPOSAL

1. Proposals can be submitted by email to the attention of Instructional Committee at [CATE@craftcouncil.nl.ca](mailto:CATE@craftcouncil.nl.ca)
2. Please include a table of contents at the beginning of your submission package.
3. Completed proposals must be submitted digitally to [CATE@craftcouncil.nl.ca](mailto:CATE@craftcouncil.nl.ca)
4. Submissions must be received by *Craft @ The Edge: A Handmade Future* Committee by April 15th, 2019. Late submissions will not be accepted.
5. Proposals will be reviewed by a selected jury. Notifications by the jury will be completed by May 2019.
6. Contracts and further instructions will be sent to selected instructors in June 2019.

## ENTRY FORM

Name:	
Address:	
City/Town:	Province/State:
Postal Code:	Country:
Email:	Website:

### WORKSHOP #1

Title of workshop:
Medium/Technique:
Required Facilities (ex: woodshop, kitchen, etc):
Number of Participants:
Number of days needed : <input type="radio"/> 1 day <input type="radio"/> 2 days <input type="radio"/> 3 days

### WORKSHOP #2

Title of workshop:
Medium/Technique:
Required Facilities (ex: woodshop, kitchen, etc):
Number of Participants:
Number of days needed : <input type="radio"/> 1 day <input type="radio"/> 2 days <input type="radio"/> 3 days