



CALL FOR TEACHERS

**Classroom space is available
and we are looking for teachers!**

Benefits of teaching at Tokay Beaded Art:

- Centralized booking and advance payment process for all classes
- Consignment sales of finished pieces
- Exposure for your brand name and art

The application process is easy:

1. Fill out the attached two part application
 - Teachers credentials
 - Class Information
2. Applications are screened anonymously by a committee
3. Selected applicants will be interviewed and will have an opportunity to present their portfolio of class samples

A few expectations:

- Tokay Beaded Art expects teachers to uphold the highest level of professional ethics
- Tokay Beaded Art expects teachers to be exclusive and not teach within a 20 mile radius of the Tokay Beaded Art Gallery.
- Tokay Beaded Art expects class samples to be photographed for promotional purposes of Tokay Beaded Art.

Tokay Beaded Art will hold all materials submitted in the application in strictest confidence. Please be assured that there will be no unauthorized use of you materials, including tutorials.

If you have any questions, please call us at 575-626-9809

Please submit your completed applications to:

Teacher Application Committee

Tokay Beaded Art

1407 W. 2nd St.

Roswell, NM 88201

Or via email: tokaybeadedart@yahoo.com



Teacher Application

Part 1

Teacher Credentials

Candidate ID (assigned by Tokay Beaded Art)	
Name	
Business Name (if applicable)	
Street Address	
City	
State, Zipcode	
Home Phone	
Cell Phone	
Email Address	
Website url (if applicable)	
Picture sharing (Pinterest Flicker, Etsy, etc.)	
Contact information of first reference: name, phone & email	
Contact information of second reference: name, phone & email	

What types of classes do you think you are qualified to teach? Select all that apply.

<input type="checkbox"/>	Bead Crochet	<input type="checkbox"/>	Metalsmithing
<input type="checkbox"/>	Bead Embroidery	<input type="checkbox"/>	Mixed Materials
<input type="checkbox"/>	Bead Stitching	<input type="checkbox"/>	Polymer Clay
<input type="checkbox"/>	Bead Stringing/Knotting	<input type="checkbox"/>	Resin
<input type="checkbox"/>	Bead Weaving	<input type="checkbox"/>	Silversmithing
<input type="checkbox"/>	Chainmaille	<input type="checkbox"/>	Wire Knitting/Crochet
<input type="checkbox"/>	Enameling	<input type="checkbox"/>	Wire Weaving
<input type="checkbox"/>	Felting	<input type="checkbox"/>	Wire Work
<input type="checkbox"/>	Macrame and/or Leather Working	<input type="checkbox"/>	Other - Specify
<input type="checkbox"/>	Metal Clay	<input type="checkbox"/>	Other -Specify

Instructor's Biography (include previous teaching experience)

Do you have any current teaching responsibilities that might prevent you from teaching at Tokay Beaded Art?

List publications or other news media you have been involved with

Have you written tutorials before? If so, what kind

What is your teaching philosophy?

Why do you want to teach at Tokay Beaded Art?

When would you be available to teach? Select all that apply		How often would you want to teach?	
Weekdays		Once a quarter	
Weekends		Once a month	
Morning		Once a week	
Afternoon		More than once a week	
Evening		As a guest	

Please attach to this proposal the following:

1. High resolution photo or jpg file(s) with the naming system:
lastname.projectname.picutrenumber
2. Tutorial or class handout(s)

Teacher Application

Part II

Class Information

You may submit multiple classes for consideration. Place use a separate form for each proposal.

Candidate ID (assigned by Tokay Beaded Art)	
Class name	
Class description	
Media	
Student skill prerequisite	
Class length in hours	
Will student complete project in class?	
Are you available for follow up sessions with students?	
Skills student will acquire	
Suggested class fee (see gallery owner for fee structure)	
Maximum number of students	
Scheduling requests	
Any special requirements for the class	
Tools/Supplies that Teacher must provide	
Tool/Supplies that Student must provide	
Materials required for class that are not currently included in kits	
Does special credit need to be given to a designer other than yourself and if so, do you have written permission to teach the class?	

Please submit your completed applications to:

Teacher Application Committee

Tokay Beaded Art

1407 W. 2nd St.

Roswell, NM 88201

Or via email: tokaybeadedart@yahoo.com