

Becoming a City of Austin Teaching Artist

Dougherty Arts Center

Artist Resource Center Professional Development Workshop Series



The City of Austin works with thousands of teaching artists every year.

There are various ways to work with the City of Austin as a teaching artist. Tonight we will cover the following options:

- City Employee
- Independent Contractor
- Vendor

The City of Austin hires teaching artists as employees

The City hires teaching artists as employees, meaning the artist fills out a timesheet and receives a paycheck every two weeks with taxes removed.

Many Parks and Recreation sites hire artists to teach adult arts classes and/or youth programming, including after-school and summer camps. This includes Recreation Centers, Senior Centers, and Museum and Cultural Program Sites.

The City of Austin has a career site where ALL jobs are listed and applications must be completed and submitted through that site

City of Austin Career Site

<https://www.austincityjobs.org/>

This site allows you to complete an online application and use it to apply to various City of Austin job postings.

Be aware that job titles can be confusing. Be sure to click on the job and read the description.

A job posting may also be accessed and used by more than one Parks and Recreation site.

Cultural Arts Activity Specialist or Leader

The current posting for the Museum and Cultural Programs Division is the Cultural Arts Activity Specialist or Leader.

You can locate this by searching the website with keywords, or selecting the Parks & Recreation Department.

<https://www.austincityjobs.org/postings/64552>

Filling out the application

When you apply for a job on the City's career site, you will be asked to create an account and fill out the application.

Complete all sections of the application as thoroughly as possible.

Many postings have supplemental questions. Be sure to complete this section and if you refer to previous work in an answer, it must be listed in your employment record section.

Independent Contract Instructors

Another option for teaching at Austin Parks and Recreation Facilities is to become an Independent Contract Instructor.

This means that you make a reservation with a site, handle all registration and payments, and then pay the City of Austin a percentage for use of the facility.

The Austin Parks and Recreation Department (PARC) utilizes independent contract instructors to provide unique recreational services. Programs may be designed for preschoolers, school age children, teens, adults, families and seniors.

Information about the Independent Contract Instructor program can be found at <http://www.austintexas.gov/service/instructional-contractors-recreation-facilities>

The fees for these programs are retained by the Contractor and the percentage owed to the City is paid back to the Facility each month or class session.

70—30% Split (70% - Contractor / 30% - City)

- ◆ Designed for all ages
- ◆ Programs that are conducted primarily inside a Parks & Recreation Facility
- ◆ Covers upkeep of the rooms, utilities, janitorial & staffing

80—20% Split (80% - Contractor / 20% - City)

- ◆ Designed for youth programming for ages 17 and under
- ◆ Youth programs (17 & below) that are conducted outside in the parks or on Parks & Recreation Facility property
- ◆ Requires minimal mowing and upkeep of the grounds. No set up by staff

90—10% Split (90% - Contractor / 10% - City)

- ◆ Classes for adults 50 years and older
- ◆ Cost for the programs covers the cost of materials and is kept very low for our 50+ citizens
- ◆ Programs that are conducted inside a Recreation Center or on Parks & Recreation Facility Property
- ◆ Classes are instructed by volunteers—no paid staff

How do I become a Independent Contract Instructor?

Process Steps

- 1** The process begins by submitting a Class Proposal (Sample found on page 9) describing your program or activity. The Class Proposal is then submitted to the supervisor of the site you are interested or all of the recreation and senior centers if you don't have a site in mind for their review.
- 2** If there is an interest in your program or activity, the Class Proposal is sent to "Risk Management" to determine any insurance requirements. The City of Austin's insurance does **NOT** cover independent contract instructors.
- 3** If Insurance is required, then the insurance requirements are sent out and a copy of your insurance certificate is submitted for review
- 4** Contract holder and all instructors, assistants and substitute instructors must pass a **Criminal Background Investigation (CBI) & Fingerprinting** before teaching. Instructions on the CBI/Fingerprinting process will be sent out. The fees for the CBI/Fingerprinting are paid by the City of Austin. The above forms will be sent out once there is an interest in your program.
- 5** Once all required documents are submitted, a contract is then produced outlining the specifics of the course or activity that you agree to instruct and is sent to you for review and signatures.
- 6** After the return of your signed contract, it is forwarded to the Parks Director's office for approval and signature. A completed contract will be emailed to you and the site supervisor where the classes will be held.
- 7** When you receive your contract contact the approved facility and begin classes. The facility staff will be able to help you with the reporting of class schedules, rosters and receive all payments to the City.

Independent Contract Instructor Handbook & Class Proposal

Both documents can be found here:

<http://www.austintexas.gov/service/instructional-contractors-recreation-facilities>

Class Proposal

http://www.austintexas.gov/sites/default/files/files/Parks/instructional_contractors/class_proposal.pdf

This can be sent to a site directly or to Lonnie Lyman at PARD.

Dougherty Arts Center Contractor Contacts:

Daphne Holland – daphne.holland@austintexas.gov

Sarah German – sarah.german@austintexas.gov

Approval

Once a class proposal is accepted, you will receive instructions for completing a Criminal Background Check and Fingerprinting.

Once those clear, you can start working with your facility to schedule your classes.

Making Your Class Happen

Compensation

As an independent contract instructor, **YOU** establish the price for your services based on the pricing provided in Class Proposal. The Supervisor will provide current market information to help guide you in your decision of pricing. The student fee will be indicated on your contract and is based on what fee you included on your class proposal. A price range is suggested in order to be flexible for the market or a drop-in rate for participants that can only attend one class at a time.

Registration Procedures

Independent contract instructors are responsible for all class registration and financial obligations aligned with accepting registration (ex: receipts, refunds, cancellation notices, etc.). **Students will pay the contractor directly.**

The Facility Supervisors will inform the contractor what documents they require and the frequency of reporting. The contract instructor shall take daily attendance and submit a paper copy of roll sheets to the PARD site supervisor. A registration roster that includes participants names and fees collected will be submitted with the payment to the PARD site supervisor. The PARD site supervisor will receive your payment and provide a receipt.

Marketing

The City of Austin Parks and Recreation Department promotes recreational opportunities in a number of ways such as flyers, program guides, and our city website. As an independent contract instructor, you are responsible for the marketing of your class and may not place any PARD logos on marketing materials. Do not rely on the City of Austin to market your class or service. The Facility will assist you, but it is up to you to recruit your participants.

City of Austin Vendor

Another option for sharing your knowledge and art form with City of Austin facilities is by becoming a City of Austin Vendor.

This means sites pay you directly for your services as a vendor and they take care of any registration. The City cuts you a check and you are responsible for reporting taxes.

Unfortunately, not all sites have money in their budgets to do this.

City of Austin Vendor Registration

To become a vendor, you must register as one through the Finance Office's Vendor Connection.

https://www.austintexas.gov/financeonline/vendor_connection/index.cfm

You must complete the online application and upload a W9.

You will be issued a vendor number and then you may start contacting sites to schedule classes/performances. You must include your vendor number when issuing invoices to sites.

Other City of
Austin
Opportunities
for Artists

<https://austintexas.gov/artistsatx>