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Dear Artisan and Fellow Members of the International Guild of Miniature Artisans,

This is your invitation to teach at The Guild School, June 8-14, 2024.

Each year, the Guild School invites all Artisan and Fellow Members of the International Guild of Miniature Artisans (IGMA) to submit a Course Proposal to be considered for teaching at the Guild School, located in Castine, Maine for one week in mid-June.

Be part of it. This year will be our forty-first year of the Guild School and 171 different Artisans and Fellows have been instructors. Each year we try to add new faces to our teaching faculty and at the same time offer a good mixture of classes that will appeal to our enthusiastic students. Think about it - serious students and talented instructors in a picture-perfect setting.

Basic Facts. The salary is \$12.50 per hour, per student. However, regardless of the length of the class, all instructors have the opportunity to earn the same amount of money. Although the number of students can vary, typically, an instructor would teach a total of 36 hours with 10 students and earn \$4,500 for the week. Also, instructors are able to earn more money during the school week if they wish to offer evening seminars or participate in the evening set aside for the purpose of selling their work. Room and meals are provided, free of charge. A travel allowance is offered to those instructors traveling more than 1,000 miles round trip.

Options. The Guild School runs for six days, offering 48, 36, 24 and 12 hour classes. Regardless of the length of your class, instructors teach six hours per day. Most classes have ten students. To further explain, an instructor teaching a 36-hour class will teach six hours per day/six days/same project. An instructor teaching a 24-hour class will teach four hours per day/six days/same project. However, they must also offer an additional 12-hour class, teaching an additional two hours per day/six days/a different project. An instructor teaching a 12-hour class will also teach six hours per day/six days/same or different projects. The 12-hour classes are offered three different times during the day, each class being 12 hours. This may vary depending on the circumstances.

If you are interested. Fill out and return the enclosed Course Proposal form, *in my hands no later than May 15*. It is a fillable PDF so can be returned as an email attachment. Forms received after this date will not be included in the selection process unless unusual circumstances warrant it.

Photos. Submitting a photograph of your proposed project is required and is a great advantage to you. These are posted on the photo board at the Guild School. The School Committee refers to them during the selection process. It is best if you mail me your photo; if you send it electronically, it will be up to chance that I print it the way you would like. *Photos will not be returned.*

The process. All Course Proposal forms *received by the due date* are compiled into a list that is distributed to the students at the upcoming Guild School. Students are asked to indicate on that list those courses and instructors that would be of interest to them. A photo board of proposed class projects also helps students indicate their courses of interest. This list is not a “sign-up” for classes; it is only a means for students to indicate classes they might want to take. Copies of the Course Proposal forms and the final student opinion tally are given to the members of the School Committee. The Committee meets immediately after the Guild School week to select instructors and classes for the upcoming school year. You will be notified in July of the Committee’s decision.

Criteria for selection. Several factors contribute to the Committee’s selection of instructors. These include: 1) quality, clarity, and thoughtfulness of the proposal; 2) previous successful teaching experience; 3) student interest as indicated on the compiled course proposal list; 4) student course evaluations (for returning instructors); 5) first-hand knowledge of applicant’s work and/or teaching; and 6) overall balance of course offerings.

Other things you should know. With rare exceptions, anyone teaching for the first time will be asked to teach a 12-hour course, repeated three times or one 12-hour course and one 24-hour course. The School does not allow the use of kits. The more the Committee is informed about your work and your teaching, the better able they are to make a decision. You may submit several proposals - as long as each submission is somewhat in a different medium/category, different project, and/or to be offered in a different length class. A caution: refrain from proposing a project you have taught elsewhere. There may be less chance of students selecting your class if they know they can attend the class elsewhere or that it is quite common. Uniqueness is important.

Best,

Barbara Davis

Call or email me if you have questions. Also, I will be at the IGMA table at the Tom Bishop Show in Chicago in April. Stop by and chat. Please understand that a conversation with me does not ensure your selection as an instructor. The 14-member committee process is honored.

2023 Guild School Committee

Director	Barbara Davis
IGMA Guild Administrator	Sophia Harris
Office Manager	Annelle Ferguson
Scholarship Chairperson	Peggy Bugg
Auction Coordinator	Peggy Tyler
IGMA President & Exhibit Coordinator	Audrey Tripp
IGMA Education Chairperson & Tool Pool Coordinator	Pete Boorum
Social Media Liaisons	Pat Richards
	Katie Lafortune
International Representative	Daniela Kiefhaber
Students at Large	Steve Davies/Elizabeth Gazmuri/Vivi Chionilos
	Diane Almeйда/Mary Grady O’Brien
Instructors at Large	

RETURN YOUR COURSE PROPOSAL FORM BY MAY 15, 2023 by mail or email.

Please DO NOT send by mail requiring a signature upon delivery.

Contact Information:

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