



Request for Proposal (RFP)

Youth Atelier - Contract Instructor

Gage Academy of Art

1. Overview

Gage Academy of Art seeks proposals from qualified teaching artists to serve as a **Contract Instructor** for a new **Youth Atelier Program**. This program is modeled after Gage's established adult atelier programs and is designed for students ages 15–18.

The selected contractor will serve as the lead for a rigorous, skill-based, 9-month program, including curriculum development, instruction, and program growth.

2. Program Description

The Youth Atelier is an intensive, studio-based learning experience emphasizing foundational art skills, critical thinking, and creative development. The program will run approximately **30 weeks during the academic year**, with regularly scheduled classes.

Tentative Schedule (may be subject to change):

- Weekly Schedule
 - Wednesdays: 4:00 PM – 6:00 PM
 - Saturdays: 10:00 AM – 2:00 PM
 - Quarter Dates
 - Fall Quarter – October 7, 2026 – December 19, 2026 (10-weeks)
 - No class - Veteran's Day
 - No class - Week of Thanksgiving
 - Winter Quarter – January 13, 2027 – April 3, 2027 (11-weeks)
 - No class - Week February 15-19 (mid-winter break)
 - Spring Quarter – April 21, 2027 – June 19, 2027 (9-weeks)
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3. Scope of Work

The selected contractor will be responsible for the following:

A. Curriculum Development & Instruction

- Collaborate with Gage leadership to design a comprehensive, skill-based curriculum
- Develop lesson plans, assignments, and instructional materials
- Determine necessary supplies for students needed for class participation
- Deliver engaging, high-quality instruction throughout the program duration
- Adapt curriculum based on student needs and evaluation feedback
- Incorporate principles aligned with Universal Design for Learning, with support from the consulting team

B. Program Development & Collaboration

- Work with internal teams and advisory committee to refine program structure
- Contribute ideas to support long-term program growth and success
- Help create an inclusive, supportive studio environment for diverse learners

C. Administrative & Organizational Support

- Coordinate with staff to ensure materials and supplies are available
- Provide insight into youth education trends and pipeline development
- Track and share relevant program data and outcomes

D. Marketing & Recruitment

- Collaborate with marketing staff on program messaging and materials
- Participate in prospective student outreach (e.g., info sessions, meetings)
- Support recruitment efforts by communicating program value and expectations

4. Deliverables

The contractor will be expected to provide:

- A structured 9-month curriculum plan
- Weekly lesson plans and instructional materials



- Ongoing student assessments and feedback
 - Conduct quarterly evaluation survey and share feedback with admin
 - Participation in recruitment and marketing efforts
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5. Required Qualifications

Proposals must demonstrate:

- Strong knowledge of traditional and observational art techniques, processes, and media
 - Minimum **3 years of experience teaching visual art to youth** in an educational setting
 - Experience designing and leading skill-based art curriculum
 - At least **1 year of administrative or program coordination experience**
 - Proficiency with Microsoft Office or similar tools
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6. Preferred Qualifications

- Bachelor's degree in art education or related field
 - Familiarity with inclusive teaching frameworks such as Universal Design for Learning
 - Experience working in atelier-style or studio-based instruction environments
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7. Proposal Requirements

Interested candidates should submit:

1. **Cover Letter** describing interest and relevant experience
 2. **Resume/CV**
 3. **Sample Curriculum or Teaching Portfolio** (lesson plans, student work, etc.)
 4. **Statement of Teaching Philosophy**, including approach to youth engagement and inclusivity
 5. **References** (2–3 professional contacts)
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8. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant teaching and curriculum development experience
 - Demonstrated ability to work with youth (ages 15–18)
 - Alignment with program goals and teaching philosophy
 - Organizational and communication skills
 - Commitment to inclusive and equitable learning environments
 - Passion to support our teen artists' in their development
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9. Timeline

- RFP Issued: May 14th, 2026
 - Priority Proposal Deadline: May 29th, 2026
 - Interviews: June 1st - 12th, 2026
 - Contract Award: June 18th, 2026
 - Program Start: June 22nd, 2026
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10. Submission Instructions

Please submit proposals electronically to:

Jessica Heide, Director of Programming
heide.j@gageacademy.org

Subject line: **Youth Atelier Instructor Proposal – [Your Name]**

11. Additional Information

This is an independent contract position. Contractors are not considered an employee of Gage Academy of Art and will receive a 1099, be responsible for their own tax filings, etc. and are not eligible for benefits that may be available to employees.

The program will be paid hourly for instruction and planning hours.



- Expected planning: 90 hours
- Expected teaching: 180 hours
- Hourly Pay range – \$50 - \$56

Gage Academy of Art is committed to fostering an inclusive and equitable environment and encourages applications from individuals of diverse backgrounds and perspectives.