



**ARTS COUNCIL**  
of LADYSMITH  
and DISTRICT

## **Instructor Guidelines**

- The Arts Council of Ladysmith and District engages instructors as contractors, and instructors must submit invoices at the close of each course they teach. Payment is typically processed within two business weeks. It is the instructor's responsibility to report self-employment income to the Canada Revenue Agency.
- All instructors are required to obtain a Vulnerable Sector Check before the start of their course and provide a copy to be kept on file in the Arts Council office. Please visit the RCMP detachment in your community to conduct the check.
- We request that all instructors maintain a current membership with the Arts Council of Ladysmith and District. This demonstrates community support which helps sustain organizational viability through non-profit status and grant funding.
- The Arts Council will promote classes through our website, social media platforms, and digital publications. Instructors are asked to promote their classes as well to assist with improved registration numbers. Insufficient registrations may result in course cancellation by the Arts Council.
- Instructors are asked to arrive 30 minutes before each class to set up and prepare to receive their students. In the final moments of each class, instructors are asked to lead students in classroom cleanup and return tables, chairs, and equipment to the original configuration in preparation for the next users of the shared space.
- Instructors must provide as much advance notice as possible for any absence by emailing [education@ladysmitharts.ca](mailto:education@ladysmitharts.ca) or by calling 250-245-1252 so that the Arts Council can find a suitable substitute or schedule a makeup class.
- Instructors are viewed as representatives of the Arts Council, and as such, are expected to conduct themselves in a professional and respectful manner. This expectation extends to any public discussion (either in class, outside of class, or online) that could present the Arts Council of Ladysmith and District in a negative light. Specific concerns about programming, policies/procedures, or people should be communicated internally either to the current Education Coordinator, Executive Director, or President.
- No imagery shall be collected of students who have not provided consent. Parental consent is required for minors. Any photographs, audio or video recordings taken during class may not be used publicly, reproduced, or distributed unless otherwise arranged in advance with the Arts Council.