



AX Workshop Proposal

AX, The Arts and Culture Centre of Sussex, is seeking workshop proposals in a variety of areas including, but not limited to: visual arts, ceramic arts, fine craft, literary arts, music, the creative process, and youth programming. We schedule workshops on an ongoing basis, and review new proposals regularly.

Formats can be flexible, such as single half-day or full-day classes, week-long March Break or summer workshops, 4-6 consecutive weeks of 1½ hr – 3 hr sessions, and after-school and evening programs. Please try to apply a minimum of **8 weeks in advance** of the proposed workshop date(s) so we can review your application and properly promote your class.

If your proposal is accepted, **AX** will collect the workshop fees from participants, manage registration, and will also help promote the workshop on our website, social media, and e-newsletter. We will ask you to help promote the workshop through your contact channels as well.

*Note for those offering **workshops for youth**: A Criminal Record Check (currently available from the Sussex RCMP at no charge) is required for successful applicants.*

Fee and class structure

Instructors receive 75% of workshop fee, **AX** receives 25% administration fee. **AX** will help you determine an appropriate workshop fee, if desired. Instructors are required to purchase supplies or provide a list for participants to purchase on their own. **Please show material costs separate from instruction fee.**

To include in your application:

- Contact information: Name, address, e-mail, telephone, website if applicable
- Detailed workshop description, no more than 350 words, including:
 - Medium – i.e., oil paint, ceramics, literary arts, music, etc.
 - Target age, youth/adult – include age range for youth programming
 - Experience level – Beginner, Intermediate, Advanced, or All Levels
 - Proposed outcome – i.e one finished painting at the end of four weeks)
- Proposed date(s), time(s), and duration. **Please include alternate dates/times to allow for flexible scheduling.**
- Minimum / maximum number of participants.
- Instruction fee – please show instruction fee and materials cost separately.
- Brief biography and related experience.

Submit proposal to info@axartscentre.ca or mail / drop it off at 12 Maple Ave., Sussex, NB, E4E 2N5. Our regular hours are Tues-Sat, 10:00am – 4:00pm. Please call (506) 433-8351 if you have any questions.