

I A M P L E
Memorandum of Understanding

Between a Teaching Artist Hiring Organization and Contract Teaching Artist

This agreement, entered into on _____ by and between {ORGANIZATION}, and _____, hereinafter Teaching Artist, sets forth the terms and conditions of the relationship between {Organization} and Teaching Artist. This agreement covers work projected to occur between _____ and _____.

{ORGANIZATION} agrees to provide for the Client:

1. **Professional Development** in **{{Organization}}** methodology and related practice for classroom work.
2. **Compensation:** a competitive compensation (per attachment), with each classroom contact hour assuming an additional 1 ½-2 hours of work for meetings, preparation and reporting.
3. **Other benefits:** Workers Compensation coverage, State disability insurance, and State unemployment insurance, as well as contract negotiation with schools on your behalf, professional support for your classroom activities, professional development and networking opportunities, and all billing to clients and payment to vendors in support of your work as an {{Organization} Teaching Artist.
4. **Employment opportunities:** to teach in-school and/or after-school, with contracts negotiated on your behalf and contract payments collected and disbursed for your benefit.
5. **Supervision and support:** for classroom activities, community workshops and other teaching and presenting assignments, including applying for grants that support {Organization } educational programs and compiling reports based on information you provide about your activities.
6. **Respect for the artist:** as a working professional whose performance and creative life is central to the Teaching Artist's identity and professional qualifications, by communicating assignments in a timely manner and assisting the Teaching Artist in creating a schedule that works to advantage of all parties.

In consideration of the services provided stated herein, the Client agrees to conduct her/himself in accordance with the protocols of courtesy and professional responsibility. S/he agrees to facilitate the delivery of services by:

1. **Punctual attendance and active participation** at all classes, as well as, artist trainings and meetings as schedule by {ORGANIZATION} staff
2. **Creating, teaching and/or supporting trainings** for teachers, community representatives and others as assigned by the Education or Executive Director

3. **Creating teaching partnerships** with teachers in participating schools through curriculum planning, classroom teaching, artistic projects and other activities as determined by the Director of Education, school principal or individual teacher
4. **Ensuring adequate planning, lesson plan development, and evaluation** time for all activities including providing partner teachers with curriculum prior to each session, at least 1 day in advance
5. **Timely communication of issues** that arise at schools or in community work to appropriate {ORGANIZATION} staff to ensure appropriate responses or actions; also communication of model activities and teacher implementation in support of {ORGANIZATION} fundraising, outreach and community presentations of the program
6. **Familiarity with state, district and school standards and goals**, and applications in classroom practice
7. **Participation in program activities** by mutual agreement with the Education Director in such aspects as program planning and expansion, evaluation design and implementation, community meetings and workshops, and other related activities
8. **Learning and employing appropriate standards of conduct** and required protocols on school sites, in classrooms, in community centers and in other public and private venues where {ORGANIZATION} activities may occur
9. **Ensuring a professional and supportive classroom environment** for students; and following all {ORGANIZATION} protocols for a safe, respectful and professional performing arts and learning environment.

Arbitration: {ORGANIZATION} and Teaching Artist agree to resolve any disputes arising from this agreement through the mediation and arbitration program of the California Lawyers for the Arts and to abide by and hold binding the results of such arbitration or mediation.

Addenda: Any addenda to this document must be signed and dated by both parties.

I understand and accept the terms and conditions of employment with the {ORGANIZATION} as put forth in this letter of agreement.

Teaching Artist signature

Date

For the {ORGANIZATION}:

Name

Date

