

THANK YOU FOR YOUR INTEREST IN TEACHING A CLASS AT VELLUM. WE ARE ALWAYS SEEKING QUALIFIED INSTRUCTORS TO TEACH NEW AND EXISTING COURSE TOPICS.

WHO WE ARE:

Vellum is a fine paper and gifts store focused on quality and personal service. We hand select well-designed, well-crafted and unique paper products created by artists and small vendors from across the country and around the world. Our mission is to bring the world fine paper and paper arts to the local community. Through our paper arts classes, we strive to make Vellum a warm and welcoming place for all types of people to learn new skills and practice existing skills. We want to cater to the local community as well as encourage people from all over Boston to take part in our classes.

WHAT'S DIFFERENT ABOUT CLASSES AT VELLUM:

To make the class experience more meaningful for participants, we put an emphasis on the explaining the history of the craft and the materials used. Classes don't necessarily need to utilize traditional crafting methods (we understand modern conveniences make life easier and neater sometimes), however, participants should walk away with a basic understanding of the craft's history and evolution. We don't require a history lesson, just a simple and interesting explanation.

WHAT WE EXPECT FROM OUR INSTRUCTORS:

We expect our instructors to be well versed in their craft. They must have a good understanding of the history and methods of the craft. They must be good communicators. They must be professional. And most important, they must understand that the point of taking classes at Vellum is to have fun and learn something new.

IF YOU ARE INTERESTED IN APPLYING PLEASE COMPLETE THE ATTACHED APPLICATION AND FAX OR MAIL IT TO US. FAX (617) 247-3336 MAIL: VELLUM, 55 DARTMOUTH STREET, BOSTON, MA 02116

We will contact you after receipt of this application to schedule an interview. Please be prepared to bring samples of your work.

VELLUM INSTRUCTOR APPLICATION

DATE _____

Name _____

Address _____

Home Phone _____

Work Phone _____

Mobile Phone _____

Email Address _____

What is the best way to reach you during the day?

Home Phone

Work Phone

Email

Mobile Phone

Please mark which evenings (generally 6:30pm - 9:30pm) you would be available to teach this class:

MON

TUES

WED

THU

FRI

Please list two references that we may contact in regards to this teaching position:

Name:

Address:

Phone:

Relationship:

Name:

Address:

Phone:

Relationship:

Proposed Class Topic _____

Description of the proposed class (please be detailed, attach diagrams, handouts, and extra sheets if necessary):

How many hours are required to complete this class?

What materials and tools are required for this class?

What materials and tools can you provide for this class?

What materials and tools would you like VELLUM to provide and in what quantities (please provide a per student quantity as our class size varies)

Have you taught this class before? YES NO

If yes, where did you teach this class?

How many times have you taught this class?

How recently have you taught this class?

Who were the participants?

PLEASE MAIL OR FAX COMPLETED FORM TO VELLUM. THANK YOU.