



Thornton City Hall  
9500 Civic Center Drive  
Thornton, CO 80229-4326  
[www.cityofthornton.net](http://www.cityofthornton.net)

Community Services  
Arts & Culture Division  
PH 720-977-5881  
[www.artsthornton.net](http://www.artsthornton.net)

Dear Applicant:

Thank you for your interest in instructing a class for the city of Thornton, Arts & Culture Division. Please visit the link below to submit a class proposal form for six-week, clothed figure-drawing class:

<https://formcycle.cityofthornton.net/Page/ArtsAndCulture/ClassProposalForms>

**This class is scheduled to run Thursday nights from 6:30 – 9: 30p.m; November 7 – December 19. Please note there will be no class on November 28.** Please submit all proposal and materials by Monday, September 2. Candidates selected for interviews will be contacted. If you have questions, please call 720-977-5881.

Sincerely,

Jesse Jimenez  
Arts & Volunteer Coordinator  
[Jesse.Jimenez@cityofthornton.net](mailto:Jesse.Jimenez@cityofthornton.net)

## FREQUENTLY ASKED QUESTIONS

**1. How do I become a class instructor?**

Interested instructors must complete and submit an application along with required attachments. Applications will be reviewed by staff, and interviews will be held with applicants whose applications are approved. Applicants will be contacted via email regarding final decisions.

**2. What dates and times will I be teaching?**

This six-week class will be offered Thursday nights from 6:30 – 9:30 p.m.; November 7 – December 19.

**3. What is the deadline for class proposals?**

Please submit your proposal by Monday, September 2.

**4. How are instructors paid?**

Contracted Instructors will be paid by check upon the completion of their course/workshop series and a submitted invoice. If the class moves forward with the minimum of 14 enrollments, the instructor will be paid 80 percent of an 80/20 revenue split of class fees. Final payment is based on the total number of enrolled participants and the class fee.

**5. What experience are you looking for?**

The Thornton Arts & Culture Division is open to any individual who is comfortable teaching a series of classes dedicated to figure drawing/life drawing.

**6. What should I include in my course outline/syllabus?**

Instructors can include any teaching points that are relevant to the subject matter. Topics can range from anatomy, form, tone, shadow, highlights etc.

**7. Will I have access to a class room?**

Yes, the instructor will have access to large multipurpose theater area located at 9209 Dorothy Boulevard.

**8. Will I have access to a model?**

Yes, the instructor will have a model. The model will be clothed. Clothing can range from dancewear, athletic wear, costumes, or regular clothing.

**9. If chosen, will I be a city of Thornton employee?**

Contracted instructors are independent contractors and not employed by the city of Thornton.

**10. Will I be able to teach this workshop/class series again?**

Depending on the popularity of the series and feedback from participants there is the possibility of additional workshops/classes in the future.

**11. What if no one signs up for the workshops?**

If the class has no enrollment then it will be cancelled. The instructor will be informed of any cancellations or schedule changes in advanced. However, an instructor may choose to continue with the class, knowing that low enrollment will affect the final payment.

**12. What is the minimum and maximum number of participants enrolled?**

In order for the workshops to move forward we are asking a minimum of 14 enrolled participants. The maximum number of participants is set by the instructor.