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Dear Artisan and Fellow Members of the International Guild of Miniature Artisans,

**This is your invitation to submit a proposal to teach at The Guild School, June 14-20, 2025.**

**Be a part of it** - This will be the Guild School's forty-second year. To date, we have had 174 talented Artisans and Fellows of the Guild on our faculty. Every year we strive to include new instructors, while offering a good mix of classes that appeal to our enthusiastic students. This exciting event takes place in the picturesque coastal town of Castine, Maine, for one week in mid-June.

**Compensation** - The salary is \$12.50 per hour, per student. Although the number of students can vary, an instructor would typically teach a total of 36 hours with 10 students and earn \$4,500 for the week. Instructors are able to earn more during the school week, if they wish, by offering 48 total hours of teaching, teaching evening seminars, and/or participating in "Minis, Munchies and More" - the popular mid-week event where instructors offer their work for sale. Room and board is provided free of charge. A travel allowance (up to a certain amount) is offered to those instructors traveling more than 1,000 miles round trip.

**Scheduling** - the Guild School takes place over the course six days, offering 12-, 24-, 36- and 48-hour classes. Instructors teach six to eight hours per day, for a total of 36 or 48 hours. For example, an instructor teaching a 36-hour class would teach the same project six hours a day for six days. An instructor teaching a 24-hour class would teach the same project four hours a day for six days. However, they must also offer an additional 12-hour class, teaching a different project two hours a day for six days (or another 24-hour class). An instructor teaching three 12-hour classes (or four) may be asked to teach one of the projects twice (at different times of the day), depending on the expected popularity of the project.

**Interested?** Complete the [Online Course Proposal Form](#) *no later than May 15, 2024*. Forms received after this date will not be included in the selection process (except by explicit permission from the School director).

**Photos** - Submitting a photograph of your proposed project(s) is required. It is to your advantage to submit the highest quality photo(s) that you can - they are posted for viewing by students on the proposal board at the Guild School in June, and the School Committee refers to them during the selection process. Photos can be uploaded via the [Online Course Proposal Form](#). Alternatively, hard-copy photos can be mailed to me at the address below.

**The process** - All [Online Course Proposal Forms](#) are compiled into a list that is distributed at Guild School. Students are asked which courses would be of most interest to them. The Guild School Committee meets after Guild School week to select classes for the following year, based on the criteria below. You will be notified in July of the Committee's decision.

**Criteria for selection** - Several factors contribute to the Committee's selection of instructors. These include: 1) quality, clarity, and thoughtfulness of the proposal; 2) previous successful teaching experience; 3) student interest as

indicated on the course proposal list; 4) student course evaluations (for returning instructors); 5) first-hand knowledge of applicant's work and/or teaching; and 6) overall balance of course offerings.

**Other things you should know -**

- *Anyone teaching for the first time will be asked to teach three 12-hour courses, or one 12-hour course and one 24-hour course.* There may be rare exceptions.
- The School does not allow the use of kits.
- You may submit as many proposals as you like, as long as each submission is in a somewhat different medium/category, and/or to be offered in a different length of class.
- A caution: refrain from proposing a project you have taught recently or will be teaching elsewhere. Uniqueness is important.
- Your IGMA Membership must be current for your proposal to be considered. If you need to reinstate your membership, contact IGMA Guild Administrator, Sophia Harris at [sophia.harris@igma.org](mailto:sophia.harris@igma.org).

Best,

Jeanie Anderson

Feel free to call or email me if you have any questions. I will be at the IGMA table at the Tom Bishop Show in Chicago in April - stop by and chat! Please understand that a conversation with me does not ensure your selection as an instructor – this is a 12-member committee process.

**2024 Guild School Committee**

Director	Jeanie Anderson
IGMA Guild Administrator	Sophia Harris
Scholarship Chairperson	Peggy Bugg
Auction Coordinator	Peggy Tyler
IGMA President & Exhibit Coordinator	Audrey Tripp
IGMA Education Chairperson & Tool Pool Coordinator	Pete Boorum
Social Media Liaisons	Pat Richards/Katie Lafortune
International Representative	Daniela Kiefhaber
Students at Large	Steve Davies/Vivi Chionilos
Instructor at Large	Diane Almeyda

**PLEASE COMPLETE YOUR ONLINE [COURSE PROPOSAL FORM](#) BY MAY 15, 2024.**

**Contact Information:**

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