BDACT Education Compensation

Board Approved 10/09/2019

Teachers shall receive $25 per instructional hour. Instructional hours shall consist of time where teachers are working with students to further board approved programming. In addition to hourly rate teacher(s) shall receive, if any, 6% of any net programming income. Teaching Hours shall be turned into managing director on a weekly basis. Teachers shall schedule with management programming prior to date of instruction to reserve Fine Arts Center space. All compensation will be paid after completion of programming & receipt of all revenue, expenses & production documents. Educational programming must include a participation fee.

Educational Program Proposal

Title of Class/Workshop: _____

Instructor(s):

_____

Address: _____

Phone _____Email: _____

Number of class sessions _____ Length of each session: _____Hour(s)

Total Projected Instructional Hours _____

Class session date(s) From: _____ To: _____

Registration Date: _____ (participant fees due on this date)

Projected number of participants _____

Maximum number of students permitted_____

Minimum Number of Students to Conduct Class _____

Participant Fee (May not exceed $10 per participant hour)

Single Class_____ Series (with any discount applied) _____

Cost of Materials/Supplies_____

1). Please describe your instructor qualifications:

2). Please provide a description of your class:

3). What is the goal(s) of the class you are providing BDACT? How will you know that participants have accomplished this goal?

4). What space / room assignment is preferred for your class? Any special set-ups?

- If your class has a *Ticket Sale* performance component, please continue-

A). Does your envisioned ticket sale performance have the potential to draw a substantial community audience beyond family members of participants?   YES_____   NO_____

B). Performance date(s): _____

C). Projected Ticket Price: _____   D). Number of Projected seats sold: _____

Preferred Performance Location:

Main Auditorium_____   Encore Hall_____   Classroom_____   Other_____

E). Describe any special set-ups or requirements for your ticket sale performance(s):

F). How will you advertise/market your ticket-sale performance?

Instructor Compensation (as determined by BDACT)

For BDACT USE ONLY:	Program Budget Calculation

Expenses   **Revenue**

Instructor Hourly Pay Total_____ Participant Fee Total_____ (number of participants X fee)

Materials/Supplies_____   Performance revenue (if applicable) _____

Total Expenses_____   Total Revenue_____

*Required number of participants to meet costs: _____   *Expenses shall not exceed revenue*

Proposal Approval

Step 1: Instructor completes written proposal and submits to Managing Director

Step 2: Managing Director reviews and provisionally approves proposal.

Is the program self-sufficient or profitable?

Does the instructor have the knowledge and ability to teach?

Will the performance component (if applicable) represent BDACT positively?

Step 3: Managing Director recommends proposal passage to BDACT Board of Directors

Step 4: Registration Deadline secures required number of participants to cover costs.

Step 5: CLASS BEGINS

*All Remaining Profit from Educational Programming goes to the BDACT operating budget.

Examples

Illustration 1

Educational Program Proposal

Title of Class/Workshop:_*Comedy Improvisation*

Instructor:_Dan Landdness   Address: XXXXXXXXX

(phone#) XXXXXXXXX   Email:XXXXXXXX

Number of participant hours

Number of class sessions **3**   Length of each session: **1 hour**

Class session date(s) **Jan 3, 4, 5**

Registration Date: _**Dec 27**   (participant fees due on this date)

Projected number of participants **6**

Maximum number of students permitted **12**

Participant Fee (May not exceed $10 per participant hour)

Single Class **$20**   Series (with any discount applied) ___**NA**_____

Cost of Materials/Supplies__**$40**_____

Instructor Compensation (as determined by BDACT)

> Hourly Instructor Pay: $25
>
> In addition, instructors receive an additional 6% of any net profit

Illustration 2

Educational Program Proposal

Title of Class/Workshop:__**Children's Chorus**_____

Instructor:__**Judy Heffron and Darby Hintz**_____Address:___XXXXX_____

For BDACT USE ONLY: Program Budget Calculation

<u>**Expenses**</u>   <u>**Revenue**</u>

Instructor Hourly Pay Total__**$75**____   Participant Fee Total_____**$120**___ (number of participants X fee)

Materials/Supplies__**$40**_   Performance Revenue (if applicable) _____

Total Expenses____**$115**____   Total Revenue___$120_____

Required number of participants to meet costs:__6___   *Expenses shall not exceed revenue*

(phone#)__XXXX_____ Email:__XXXXX_____

<u>Number of participant hours</u>

Number of class sessions **11** plus **2** performances$ Length of each session: **1 hour**

Class session date(s)__Jan.27, Feb. 3,10, 17,24 Mar.10,17 April 7,14,28, May 5_____

Registration Date: _**Dec 4 and 9**_____ (participant fees due on this date)

Projected number of participants __**30**_____

Maximum number of students permitted___**60**_____

Participant Fee (May not exceed $10 per participant hour)

Single Class___**$40**____   Series (with any discount applied) _____

Cost of Materials/Supplies: Sheet Music and royalties$635. Production Cost: $125 Marketing Cost:$600 **Total: $1,360**

Instructor Compensation (as determined by BDACT)

Hourly Instructor Pay: $25

In addition, instructors receive an additional 6% of any net profit

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1). Please describe your instructor qualifications:

> **For BDACT USE ONLY: Program Budget Calculation**
>
> **Expenses**   **Revenue**
>
> Instructor Hourly Pay Total **$325x2=$650**   Participant Fee Total $**1, 200** (number of participants X fee)
>
> Materials/Supplies   **$1360**   Performance Revenue: $**1,480**
>
> Total Expenses **$2,010**   Total Revenue **$2,680**
>
> *Required number of participants to meet costs: 14*   *Expenses shall not exceed revenue*

Retired BDUSD elementary music teachers

2). Please provide a description of your class:

Rehearse and perform 6 songs per semester (minimum)

3). What is the goal(s) of the class you are providing BDACT? How will you know that participants have accomplished this goal?

Have fun together, experience different types of music genre, perform with confidence.

4). What space / room assignment is preferred for your class? Any special set-ups?

Classroom type setting with piano.

   - If your class has a *Ticket Sale* performance component, please continue-

A). Does your envisioned ticket sale performance have the potential to draw a substantial community audience beyond family members of participants?   YES____X   NO_____

B). Performance date(s):____March 3 and May 10

C). Projected Ticket Price: $4 and $8   D). Number of Projected seats sold: 70 and 150

Preferred Performance Location: Main Auditorium (May10)

Encore Hall (March 3)   Classroom_____ Other___

E). Describe any special set-ups or requirements for your ticket sale performance(s):

Production costs ($125) includes lighting, sound assistance, simple set, costume, props etc.

F). How will you advertise/market your ticket-sale performance?

BDACT Website, Facebook, BDACT playbills, local radio, newspaper

Chart 1:   Proposal Approval

Step 1: Instructor completes written proposal and submits to Managing Director

Step 2: Managing Director reviews and provisionally approves proposal.

> *Is the program self-sufficient or profitable?*
>
> *Does the instructor have the knowledge and ability to teach?*
>
> *Will the performance component (if applicable) represent BDACT positively?*

Step 3: Managing Director recommends proposal passage to BDACT Board of Directors

Step 4: Registration Deadline secures required number of participants to cover costs.

Step 5: CLASS BEGINS

Chart 2:   Compensation specifics:

Hourly Rate $25   Instructors also receive 6% of any net profit.

Hypothetical Example: Children's chorus.

In their children's chorus proposal, Judy and Darby anticipated 30 participants and revenue from ticket sales at two performances based on an audience size of 70 and 150.

In actuality, 35 participated and performance audiences were 75 and 160.

This resulted in a net profit of $300.

Registration: 5 additional @$4-=$200   Performance seats: 5@$4=$20 10@$8=$80

Calculation: 6% of $300= $18.   Judy and Darby get $9 in addition to their hourly compensation.

*All Remaining Profit from Educational Programming goes to the BDACT operating budget.