



Date:

Dear Instructor,

Artisan's Asylum, Inc, is pleased to offer you a position as a part-time instructor. We feel that your knowledge, skills, and experience will be valuable assets to our team.

Should you accept this job offer, your immediate supervisor will be Judith Klausner, Education Programs Manager. Your responsibilities will include some amount of curriculum development & preparation, classroom/shop teaching time, communication with students, and care of your teaching space, according to expectations agreed upon in arrangement of your particular classes.

Your schedule of teaching hours will be arranged with your supervisor on a case-by-case basis.

You will be compensated for each segment you teach at a rate agreed upon for that class, and will be paid upon completion of your class series or at an interval agreed upon.

Please note that your employment with Artisan's Asylum constitutes "at will" employment, and is not for a specified period. As a result, you are free to cease teaching at any time, for any reason or for no reason. Likewise, Artisan's Asylum is free to end its employment relationship with you at any time, with or without cause.

To accept this job offer, please sign and date this job offer letter where indicated below, and return to me, along with your employment paperwork: W-4 form, and I-9 form.

We at Artisan's Asylum hope that you'll accept this job offer and look forward to welcoming you aboard! Please contact me if you have any questions or concerns.

Sincerely,

By signing and dating below, I accept this job offer of Instructor at Artisan's Asylum.

Name: \_\_\_\_\_

Authorized Agent of Artisan's Asylum

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Artisan's Asylum is a 501(c)3 non-profit community design & fabrication center that empowers individuals to give form to their ideas, providing public access to professional manufacturing equipment, education, and a creative community network.*

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