



New Instructor Intake Form

Thank you for your interest in teaching classes at the MAC! Please complete this form and return it along with the required documentation listed below to:

mtavenner@mconnellarts.org

Michelle Tavenner
Program Director
614.431.0329 x319

Name: _____

Pronouns: _____

Address: _____

City, State Zip: _____

Phone: _____

Email: _____

Website(s); Public Social Media

Account(s): _____

1. Describe your previous and/or current teaching experience.

2. List two professional references with contact information.

(Continued on next page)

3. Provide a short bio to be included on the MAC website.

4. Provide your current resume.

5. Provide a written proposal for the class you would like to offer.

6. Provide the following high resolution images for promotional use:

- A profile picture
- Pictures of your work, of you teaching, and/or of your students and their work