



Community Education Instructors help to fulfill Franklin Park Conservatory and Botanical Gardens' mission of providing quality learning opportunities to our community. We're always looking for individuals with fresh ideas and a desire to share a skill or interest with the community. Ideal instructors have extensive knowledge in their skill or subject area, great people skills and, above all, a passion for teaching others. If you have a course or class you'd like to teach, we encourage you to submit a [class proposal](#).

Submit your proposal:

- [Complete the Class Proposal Form](#) with outline and description
- Include a supply list & estimated materials fee- the Program Coordinator will use this information to adjust class pricing. The Conservatory will be able to provide basic supplies, such as pencils, paper, and printed copies of any handouts.

Next steps:

- Your submission will be reviewed by the Program Coordinator
- If selected, you will be contacted directly for a meeting/interview before scheduling

Instructor Selection:

As part of an objective evaluation process, the program coordinator will consider these criteria:

- Does your program proposal relate to our mission: "Inspired by horticulture, Franklin Park Conservatory and Botanical Gardens elevates quality of life and connects the community through educational, cultural and social experiences." All programming must relate back to connecting with nature and horticulture.
- Degree to which the proposed class meets our education objectives.
- Instructor's presentation skills and teaching experience, contingent on resume and meeting/interview.
- Interest in/need for the topic within the Conservatory's offerings.

Guidelines and Policies:

- Class days: We hold classes 7 days a week except when closed for Thanksgiving, Christmas, and Christmas Eve, and on major holiday weekends.
- Class hours: Classes are generally between 1 and 2 hours, though exceptions are made for longer workshops.
 - Weeknights from 6-8 PM, Weekends between 10 AM and 5 PM.

- Currently piloting weekday classes, some classes are able to be selected for a weekday session from 10-12 or 1-3.
- If selected, the program coordinator reserves the right to set the price of the class as well as edit the description as needed.
- Lecture instructors will be paid \$75/class hour. Lectures have no hands-on component and can cover fine arts or horticultural topics.
- Workshop instructors will receive 50% of the net revenue. Workshops have materials and a hands on component. Guest instructors are expected to bring their own materials.
- Please note, even if not accepted your contact information will remain on file for the future.