

SAMPLE TEACHING ARTIST CONTRACT

Dear _____:

ORGANIZATION is very pleased to engage you for the *DATE/YEAR* opera engagement and partnership program with *PARTNER SITE*. This will serve as a letter of agreement between you and *ORGANIZATION*, and will govern all activities related to the program.

TIME AND PLACE

A planning meeting is scheduled on *DATE* from *TIME* at *PLACE*.

RESPONSIBILITIES

Your responsibilities include repertoire selection, music and performance instruction, concert preparation and execution, and other responsibilities as necessary to achieve the goals of the program. Each week you will need to arrive no later than _____ to set-up and prepare for the 90-minute session. Please allow 15 minutes for clean-up and check-in after each session with *CONTACT*. This check-in is meant to serve as a reflection on that week’s session and to determine what will need to be independently planned and prepared for the following week.

It is understood that this honorarium includes program preparation and delivery, as well as assessment and weekly progress reports to *ORGANIZATION*. You will be responsible for your own transportation to and from the *PARTNER SITE*, as well as to and from any planning meetings, dress rehearsals and performances at the *ORGANIZATION* offices or another mutually agreeable location.

MATERIALS PROVIDED BY ORGANIZATION

ORGANIZATION will provide you with the materials necessary to conduct this partnership program, including program books, music and other materials as determined at planning meetings. *ORGANIZATION* will make reasonable attempts to secure additional supplies as needed, and will print or duplicate materials in our offices for use in the partnership program. It is expected that you will use your own computer(s) as needed.

EXCEPTIONS

If you find you are unable to attend a program session due to illness or injury please let *CONTACT (E-MAIL)* know as soon as possible. A substitute will be provided and the final stipend will be adjusted accordingly. If *PARTNER SITE* must close due to severe or inclement weather, every attempt will be made to notify you.

BINDING AGREEMENT

This agreement constitutes the complete understanding of the parties and supersedes all prior written and oral understandings. No amendment or waiver of any provision of this Agreement shall be valid unless in writing signed by both parties.

If the above terms accurately reflect your understanding, please sign both copies where indicated below and return one copy to *CONTACT*. Please contact me if you have any questions.

Sincerely yours,

SIGNATURE

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