

## Who is CAHEP?

Community Arts & Heritage Education Project is an award-winning nonprofit arts education organization based in Thunder Bay. CAHEP contracts artists as freelance or independent agents\* to deliver inclusive arts programming for children, youth, families, and seniors in Thunder Bay.

We work in partnership with schools and community groups to offer low-cost and/or free in-person and online programming to folks across the City of Thunder Bay. Contracted artists who work with CAHEP range from those who have had years of experience in schools and/or community groups to those who are just getting started. They work in a wide variety of disciplines including:

- Cultural Programming • Craft & Textile • Dance • Drama/Performance • Literary Arts (writing, spoken word, beat poetry, etc.) • Music • New Media (photography, video, computer arts, animation, etc.) • Urban Arts • Visual Art

## OUR PROGRAMS:

CAHEP runs two basic programs: an In-school Program and a Community Engaged Art Program. Within each program, some projects require artists to submit proposal ideas to CAHEP while others are collaboratively designed with CAHEP staff, teachers, and community partners. In addition to our in-school and community-engaged art programming, we offer professional development opportunities, which may include mentorship for emerging and new arts educators, internships, and volunteer opportunities.

Contact us: Have questions? Want to get involved? Have an idea for an arts project you'd like to offer through CAHEP but not sure where it might fit? Email us at: [cahepdirector@gmail.com](mailto:cahepdirector@gmail.com) or [cahep.codirector@gmail.com](mailto:cahep.codirector@gmail.com)

Please note: To work with CAHEP as an artist,\* you will or may be required to submit the following:

- A completed artist roster form (available upon request; email [cahepdirector@gmail.com](mailto:cahepdirector@gmail.com));
- A copy of up-to-date police record check with vulnerable sector screening;
- Proof of vaccination status (as of Oct 31, 2021, all CAHEP-involved folks are required to be fully vaccinated);
- Project proposal;
- Photos of your previous art/arts education/community work.

\*Due to limited funds, not all artists who submit the above information will be contracted to work with us.

Artist Contract Details: Contracted artists with CAHEP agree to all of the stipulations and requirements below (negligence or disregard of them may result in discontinuation of contracted sessions and withholding of payment by CAHEP).

Artists' Fees vary from between \$45-\$175 per session depending on complexity of the project, length of session, art-education experience, and mentorship work. Note, however, that certain projects may require one or many sessions. Payments generally include artists' planning time.

Artists selected for programming are hired as **independent contractors**. As a contractor, artists agree that they are not an employee of the Community Arts & Heritage Education Project and are not entitled to employee benefits, such as sick leave and vacation. No deductions, withholding for any taxes, contributions, unemployment, or any other employee benefits or burdens will be made by CAHEP on behalf of the contractor.

Also, contracted artists are NOT covered by CAHEP's liability insurance. CAHEP reserves the right to cancel a class before it begins without obligation to pay the contracted instructor.

Artists understand that they may not cancel their sessions or make changes in meeting dates or times without prior consultation with and approval by CAHEP, and that such alterations can be made only in the most serious circumstances. CAHEP shall be held harmless for any injury, loss, damages, or expense of any nature sustained by the contractor in the conduct of any class, workshop or performances, or in the execution of any duties or obligations pertaining to this agreement. Artists should ensure that they have adequate insurance coverage for their contracted work with CAHEP. CAHEP does not, as already mentioned, provide insurance coverage for contracted artists.