

EL PASO



MUSEUM *of* HISTORY

Instructor Application

Name: _____

Address: _____

Phone Number(s): _____

Email Address: _____

Teaching Discipline(s): _____

Languages spoken: _____

- * **Please attach letter of interest, resume and two references including one personal/professional reference, along with 1 lesson plan that correlates to our mission and/or exhibits.** Upon completed application submission, Community Education Coordinator will contact you.

Payment

Instructors must be set up as vendors with the Museums and Cultural Affairs Department (MCAD) in order to receive payment. To participate, artists must meet residency requirements. New Vendor Forms must be filled out and sent to Community Engagement Coordinator via e-mail at knoedlerjm@elpasotexas.gov and copied (CC'd) to the MCAD Business office for processing at mcadfinancial@elpasotexas.gov.

After the Instructor is a registered vendor, he/she must send an invoice to MCAD requesting payment after the date of service. **Payment will be processed within 30 days of invoice date.**

The invoice must include the following information:

- Invoice Number (generated by the artist)
- Date of Invoice
- Current Address (Must reflect address on W-4 filed with MCAD)
- The Descriptions of Services on the Invoice must include the following information:
 - Date of Event
 - Description of Activity
 - Amount of Payment (To be determined by Community Engagement Coordinator)

Upon being hired as an Instructor, the Community Engagement Coordinator will provide him/her with New Vendor Forms, additional detailed invoicing instructions, and a sample invoice template.

Thank you. We look forward to working with you in service to El Paso!