

Africa Media

Address: 182 Aalwyn Way, Aalwyndal, Mossel Bay, 6520, South Africa

Email: info@africa-media.org

Phone: +27 44 333 0130



AFRICA MEDIA COURSE INSTRUCTOR FREELANCE CONTRACT

AFRICA MEDIA ('AM')

A media creation company offering training to students with its head office at 182 Aalwyn way, Aalwyndal, Mossel Bay. South Africa

and

XXXXXX XXXXXXXXXXXX ("INSTRUCTOR")

address and passport number

.....
.....

This contract governs the wishes of the parties above to enter a formal relationship to govern a contact for the **COURSE INSTRUCTOR** to teach Africa Media's **UNDERWATER VIDEOGRAPHY** program on a freelance basis for the year of **XXXX**.

1. AFRICA MEDIA undertakes to contribute the following:

- 1.1 Provide compensation of R15,000 on successful completion of monthly teaching of wildlife filmmaking course and all required duties attached to program teaching.
- 1.2 Provide administrative and guidance support to the **INSTRUCTOR** at onset of contract and as required through duration of contract.
- 1.3 Provide accommodation (single or shared with a staff member) and basic meals for **INSTRUCTOR** when at the Africa Media housing.

Africa Media

Address: 182 Aalwyn Way, Aalwyndal, Mossel Bay, 6520, South Africa

Email: info@africa-media.org

Phone: +27 44 333 0130



- 1.4 Provide production equipment, tuition notes, tuition presentations, syllabus, transport, and other logistics required for **INSTRUCTOR** to successfully complete teaching of Underwater Photography program.
- 1.5 Ensure all students are fully briefed and prepared at the beginning of the program, including managing of expectations.
- 1.6 Give **INSTRUCTOR** two months notice prior to the beginning of each month that the Underwater Photography program will be running for the year.

2. COURSE INSTRUCTOR undertakes to contribute the following:

- 2.1 Ensure students sign requisite indemnities at beginning of the program
- 2.2 Teach Africa Media's Underwater Videography Program in accordance with the established syllabus and teaching protocols for the program.
- 2.3 Provide personal guidance, expert mentorship and support to students on the program throughout the duration of the program. This can include after hours consultation and support.
- 2.4 Ensure careful treatment and maintenance of all production and logistical equipment provided to **INSTRUCTOR** and students for the duration of the program. This includes ensuring all equipment is kept locked up during times of non-use. Any breakages to be immediately reported to the company CEO.
- 2.5 Be present full time for the duration of the program (hours 8h00 - 17h00 Monday to Friday, or alternative weekends days if weather dictates) with Africa Media. No additional work to be booked or undertaken during contracted months unless prior (at time of program teaching confirmation) written agreement with CEO is made.
- 2.7 Ensure access and bookings for the program are made and confirmed (Communicate with company **BOOKKEEPER** or company representative), including bookings(a) SCUBA Diving vessel (b) Swimming pools, (c) Monkeyland KZN, etc..

Africa Media

Address: 182 Aalwyn Way, Aalwyndal, Mossel Bay, 6520, South Africa

Email: info@africa-media.org

Phone: +27 44 333 0130



- 2.8 Purchase approved consumables as required. This includes (a) vehicle fuel, (b) lunches on reserve, (c) production consumables etc. Ensure that all 'slips' are kept and submitted to Africa Media representative at the end of each week.
- 2.9 Provide Africa Media with regular social media content of students at work during the course of each month. Submitted to a dedicated whatsapp group.
- 2.9 Upload students finished photographic showreels onto Africa Media's youtube channel, and send links to Africa Media CEO when completed.
- 2.10 Conduct themselves in a professional manner at all times when interns are present, including ensuring that he behaves as a professional representative of the company.
- 2.11 Conduct a monthly gear audit and full maintenance session during the fourth week of the program. Ensuring that all equipment is present, working, cleaned, charged and ready for the following month.
- 2.13 **INSTRUCTOR** agrees to be financially liable for any speeding fine or ticketed traffic offence incurred whilst working on program.

3. Terms and Conditions:

- 3.1 Africa Media is not offering an employment position, and this position is a temporary contract that may be renewed annually at the discretion of Africa Media. Determination of renewal will be made by 1 February annually. Instructor is solely responsible to ensure SARS compliance and will be required to sign generated invoice at end of each month.
- 3.2 Africa Media will make payment of R12,500 when INSTRUCTOR fulfills all teaching duties assigned to them at a professional level. The final R2,500 payment will be made when all student videos have been successfully uploaded onto youtube (Africa Media Channel) and the links sent to, and verified by the company CEO.
- 3.3 Basic contract salary will be paid by the last day of each month.

Africa Media

Address: 182 Aalwyn Way, Aalwyndal, Mossel Bay, 6520, South Africa

Email: info@africa-media.org

Phone: +27 44 333 0130



-
- 3.4 Either party has the right to terminate the MOU after giving the other notice via email of 2 months.
- 3.5 Should there be any legal action flowing from this agreement then the Mossel Bay Magistrates Court will have jurisdiction. Both parties agree to receive notices and documentation via the email listed under their names at the bottom of this agreement.

Dated on this the **XX** day of **XXXXXX 20XX**

Signed

.....

Fiona Ayerst for Africa Media

.....

XXXXX XXXXXXXXXXXX

Freelance Course Instructor