

Port City Makerspace

# Instructor Handbook

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## General Info

### Proposing a new class

To propose new classes, please fill out a [New Class Form](#).

You can also email the Programming Committee with the following information:

- Class Name
- A detailed class description
- Resources needed from the Makerspace
  - Tools you will use
  - Workspaces you will use
  - The materials you need are sourced
- Between 1 and 6 high-quality photographs to advertise the class
- Class Size (Min & Max)
- A list of items that the student should bring
  - Personal protective equipment
  - Recommended reading
  - Materials
- Dates you are available to teach

### Scheduling a class

For all new classes, instructors need to fill out a New Class Form.

Once your class has been reviewed and approved, you should be contacted to confirm the dates you suggested in your application. Ideally, we prefer to schedule multiple classes in advance.

Once you have a class on the calendar, we will create an Eventbrite listing for it, which will be the primary place to handle ticket sales. If you want, we can set you up with an account to view ticket sales as they come in.

Additionally, we create event listings on our website and Facebook.

To promote your class, the Makerspace will post on its social media channels, as well as our events newsletter.

Classes do much better when instructors help promote! Share the link on social media and with friends and family to help spread the word. See later in this document for a list of other suggestions for free advertising of classes.

## Class Pricing

Instructors get to set their pricing for classes as a per-student cost. Instructors may also set a minimum class enrollment; this number must be decided on before the class is listed so that students are notified and refunded at least the day before if the class will not be running due to low enrollment. If the class is not canceled at least 24 hours before the start time, the instructor will need to run the class regardless of enrollment.

As a general rule, classes should be priced between \$15 and \$50 per student hour.

## Revenue Split

Class profit is typically split 50-50 between Port City Makerspace and Instructors. Example:

Intro to metalshop is doing a project that costs \$80 in materials.

5 students sign up at \$50 each:  $5 \times \$50 = \$250$

Total class income is  $\$250 - \$80 = \$170$

The instructor and Port City Makerspace each make half of  $\$170 = \$85$

The instructor will receive the revenue split plus materials paid out of pocket:  
 $\$80 \text{ in materials} + \$85 \text{ revenue split} = \$165$

## Receiving Payment

Instructors must fill out an **Instructor/Event Host Reimbursement Form**, which can be found at the main desk or online here:

- Paper: [Instructor/Host Reimbursement Form for Port City Makerspace](#)
- Digital: [Instructor/Host Reimbursement Form for Port City Makerspace](#)

These should be filled out following a class, ideally no later than 3 weeks after. Any receipts for materials or supplies should be included and attached as instructed.

Once the form is submitted, we will add this to our queue and disburse payments around the 15th and 28th of the month. Payments are mainly made by paper check and can be picked up at the front desk. Upon request, checks can also be mailed, or they can be sent digitally through PayPal.

For Instructors who receive over \$600 in one year, we will request that you fill out a W-9 for tax purposes. At the beginning of the year, we will issue instructors a 1099 as part of our annual tax prep process.

## Intro Classes

Intro classes serve as a tool for training and should be offered at least once a month in each shop discipline.

At the end of an intro class, students should have the safety knowledge in that shop to use each tool correctly. Any tool in a shop that is not covered in the intro class should have its tool training class available on request.

### **Zoom Online Classes**

Since 2020, we have expanded our offerings to include online classes held over Zoom. We have a video recording setup for conducting both pre-recorded and live classes. For more information, see our [Zoom Class Overview](#) doc.

### **Private Instruction**

Instructors who are interested in offering additional times and dates for individuals are permitted to do so. They must first check in with the program coordinator or General Manager to confirm the date and time.

For classes that we have already reviewed and approved, adding dates for private sessions is straightforward. If an instructor wishes to run a new class or event, it will need to be reviewed by the General Manager or the Programming Committee.

Rates for private classes should be the same price or higher than the regularly scheduled class. This is up to the instructor.

### **Events**

During an event in which the general public is invited to tour the shop, all machinery should be off and unplugged for the duration of the event.

## **Instructor Etiquette**

### **Nondiscrimination/Anti-Harassment Policy**

Port City Makerspace is committed to providing an environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, and religion or any other legally protected characteristic will not be tolerated. All occupants of the space, including supervisors and other management personnel, are expected and required to abide by this policy. No person will be adversely affected in Membership or employment with the Makerspace as a result of bringing complaints of unlawful harassment.

Sexual harassment is behavior of a sexual nature that is unwelcome and offensive to the person or persons it is targeted toward. Examples of harassing behavior may

include unwanted physical contact, foul language of an offensive sexual nature, sexual propositions, sexual jokes or remarks, obscene gestures, and displays of pornographic or sexually explicit pictures, drawings, or caricatures. Use of the computer system to view, display, or disseminate material that is sexual in nature may also constitute harassing behavior.

## Youth Programs

For programs with a mix

## Curriculum standards

Safety will be emphasized as the most important thing in each class.

After class, shop spaces will be left cleaner than they were found. Plan for plenty of cleanup time during your scheduled class time and emphasize the importance of cleaning in a community space.

## Safety

Class size will be kept small enough that instructors can maintain proper supervision. It is your responsibility as an instructor to ensure the safety of all of your students.

Please submit a curriculum to the Makerspace management that includes safety standards for each tool that you will use in your class. Deviation from your prepared curriculum is allowed as long as the approved safety standards are still met.

All students must have a signed liability waiver on file before the start of the class. There are two types of waivers:

- [Standard waiver](#) - for anyone 18 or older
- [Minor waiver](#) - signed by a parent or guardian

## Instructor Resources

### Places to list and advertise

- [www.newhampshire.com](http://www.newhampshire.com)
- [www.seacoastonline.com](http://www.seacoastonline.com)
- [www.nh.com](http://www.nh.com)
- <http://portsmouth.patch.com/>
- <http://www.portsmouthnh.com/calendar/>

- <http://portsmouthcommunityradio.org/commcalendar/>
- <http://southernnewhampshirekids.com/>

#### **Our staff will do:**

- Facebook post
- Facebook event
- Newsletter promotion

#### **Available from the Makerspace on request**

Projector and screen

Folding chairs

Whiteboards

#### **What to say about the Makerspace**

Port City Makerspace is a welcoming and inclusive community workshop that provides tools, knowledge, and a collaborative culture to encourage the artist and maker in everyone.

There are 8 different shops available to members: Auto Shop, Bike Shop, Electronics Lab, Machine Shop, Metal Shop, Pottery Studio, Textiles Lab, and Wood Shop. There are many resources and spaces beyond that which members can use to make all kinds of projects. Classes and events are available to help train people on equipment and express creativity. Anyone can become a member regardless of experience! Basic membership is \$50/month for limited hours of access, and \$80 for 24/7 access.

If you'd like to learn more or schedule a tour, check out their website at [portcitymakerspace.com](http://portcitymakerspace.com).