



think360
ARTS
FOR LEARNING

Teaching Artist Handbook

2025-2026

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About Think 360 Arts for Learning

Mission: To engage Coloradans of all ages in innovative arts programming that inspires creativity, builds community, & advances equity.

Vision: All communities can experience the transformative benefits of arts education.

Values: Equity, Diversity, Inclusion & Accessibility; Creativity & Delight; Learning & Curiosity

We are Think 360 Arts for Learning (T360): a dynamic nonprofit organization, a highly-regarded Colorado affiliate of Young Audiences, a proud Greater Denver affiliate of the Wolf Trap Institute for Early Learning Through the Arts, and a group of diverse, passionate individuals committed to transforming communities through arts education. Since 1963, we've been igniting creativity, fostering community bonds, and driving equity in K-12 schools and Colorado communities through direct services and vibrant creative experiences.

We envision a future where all communities can experience the transformative benefits of arts education, and to make this vision a reality, we need you!

At Think 360 Arts for Learning, we believe that the power of the arts is universal and it is vital that it is accessible to all. Our commitment to Diversity, Equity, Inclusion, and Accessibility (DEIA) is rooted in our core mission and values.

We understand that DEIA is a journey and not a destination. We continually strive to learn, grow, and foster an environment that embodies these values. We encourage applications from candidates of all backgrounds and experiences to enrich our team and enhance our impact.

T360 is a Tier III [SCFD](#) organization and the arts education provider for [Colorado Creative Industries](#), a department within the Office of Economic Development and International Trade.

Think 360 Arts

1325 S Colorado Blvd Ste. 605

Denver, CO 80222

Main Phone: 720.904.8890

www.think360arts.org



Colorado
Creative
Industries



Think 360 Arts Staff Contact Information

| Staff | Role | Main Contact For | Email |
|---|--|--|--|
| Daisy Fodness-McGowan (720) 702-2431 | Executive Director | Admin, Fundraising, Programs Outreach, Grants | daisy@think360arts.org accounting@think360arts.org |
| Bethany Laffan (720) 702-2483 | Marketing Coordinator | Marketing, Social Media, Website | bethany@think360arts.org |
| Becca Sickbert (303) 219-8647 | Grants Manager | Equity in Arts Learning, Grants Management | becca@think360arts.org |
| PROGRAMS TEAM | | | |
| Elle Hong (720) 702-2421 | Programs Manager Teacher PD Manager / Wolf Trap Affiliate Director | Artists in Schools, PD, Wolf Trap (ECE) | elle@think360arts.org |
| Bethany Laffan (720) 702-2483 | Programs Coordinator | Creative Aging, Schools and Community Programs | bethany@think360arts.org |

Program Descriptions

[Greater Denver Wolf Trap:](#) T360 is an affiliate of Wolf Trap Institute for Early Learning Through the Arts, a nationally recognized leader in early childhood arts-based learning. T360 employs the Wolf Trap Institute model, pairing arts residencies with professional development for classroom teachers, leading to numerous gains in language development, logic & math, literacy, and social emotional growth. Through this dual workshop/professional development model, classroom teachers are equipped with new tools for engaging the arts through learning.

Becoming a Wolf Trap Teaching Artist requires specialized training and is open to performing artists. Interested Teaching Artists should inquire with Elle Hong.

[Artists in Schools:](#) T360 tailors workshops, residencies, and performances to complement classroom curriculum while engaging students in interactive, fun, and creative activities. Artists collaborate with educators in program design and implementation. Title I and rural schools with diverse populations can receive subsidies to cover the cost of programming ranging from 50-90%.

[Community Programs:](#) Programs that take place in community centers, intergenerational spaces, libraries, and other settings to ensure access to creative learning for the entire Colorado community. Community programs are available through workshops, residencies, and

performances. Subsidies are available for eligible organizations to offset the cost of programming.

Creative Aging: The Creative Aging program seeks to improve the lives of older adults through arts education, with substantial evidence showing that participatory arts activities improve mental health and social isolation. T360 partners with older adult-serving organizations across the state of Colorado that serve historically under-resourced communities.

Professional Development: T360 offers training and professional development in arts integration, community building, skill-building, and other topics for classroom teachers, arts specialists, administrators, and cultural organizations. T360 produces an annual **Institute for Creative Teaching in collaboration with UNC**, where teachers, community-based educators, and teaching artists can engage in learning on current topics in arts education (more about this in “Artist Professional Development Resources”).

Equity in Arts Learning for Colorado Youth Grant: Funded by Bonfils-Stanton Foundation, Colorado Creative Industries, Denver Arts & Venues, and others, T360 administers this annual grant program to support collaborations between artists or arts organizations and public schools and communication organizations across Colorado. Grants are distributed on an annual basis with awards ranging from \$10,000-\$25,000 to schools and community organizations. Eligibility and grant criteria can be found on our website. Letters of Intent are accepted in the fall; finalists are invited to submit full applications after winter break, with award notifications in late spring.

Program Types

Workshop: program where an Artist leads no more than 2 stand-alone workshops. Payment subject to the hourly *residency* rate.

Residency: program where an Artist leads 3 or more workshops, whether with the same group of participants or different participants. Payment subject to the hourly *residency* rate.

Professional Development: programming geared toward supporting educators and/or teaching artists in developing their skill sets in the classroom or in the broader educational setting.

Educational Performance: focused, creative 30-minute to 1-hour artistic experiences that go beyond the traditional assembly program or concert. We carefully select artists who have the demonstrated ability to develop age- and curriculum–appropriate programs that engage, involve, and delight both youth and adults. Can take place in school or community settings.

Artist Talk: an insider’s perspective of the artist’s studio, practices, and history. Artists will explore everything from what motivates them to be an artist, creative decision-making, selecting materials, and subject matter.



Programs in Practice

Outline of Program Planning Process

1. Partner and T360 discuss program needs and goals.
 - a. Sometimes partners come with specific artist requests, other times Think 360 recommends an artist that will best fit the program goals and needs.
2. T360 contacts the artist to confirm interest and availability.
3. A planning meeting is scheduled for the site and the artist, facilitated by a T360 programs staff member.
 - a. During this time, the project goals, logistics, and scope of work are discussed and confirmed. The need for follow-up planning meetings are also determined and/or scheduled at this time.
4. The artist submits the final materials budget to T360, and purchases materials upon approval (if applicable).
5. T360 sends the contract to the artist and the partner.
6. The artist delivers the program.
7. The artist completes an evaluation once the program has ended using the [Google Form](#), and submits their materials reimbursement to accounting@think360arts.org if they have purchased materials.
8. Upon receiving the [artist's evaluation](#) and materials reimbursement (if applicable), T360 issues payment to the artist.

**Communication is key, and the artist should be in contact with T360 and the partner as needed and necessary.*

Contracts

Teaching Artists and Venue Partners (e.g. schools, libraries) will receive a contract that outlines the scope and timeframe ahead of each program. Each contract includes contact and location information for T360, the Teaching Artist, and the Venue, along with the specific date(s) and time(s) that the program is taking place. Contracts will also include a short description of the program and any specific information that the Teaching Artist or Venue needs to know (not pictured). *Teaching Artists should review each contract before a program begins for accuracy, especially involving material costs and teaching rates.*

Payment Structure (“Exhibit B”)

As part of the **2025-2027 Artist Agreement**, Artists outline their fees. Please keep a copy of Exhibit B for your records. Artists can update their Exhibit B at any time; an updated copy should be shared with a member of the Programs Team. We encourage Artists to be as descriptive as possible in the “Other Fees” section to ensure that Program team members can budget accurately when planning with venue partners.

Exhibit B: Contractor Fee Schedule

I

Contractor (Artist/Ensemble) Name: _____

Think 360 Arts works with a wide range of schools, libraries, and community partners across Colorado. Contractors set their own fees for services provided through Think 360 Arts programming. Please complete the chart below with the rates you wish to charge for each type of service. These rates will be used in program planning, client communication, and contracting.

To support your decision-making, we encourage you to review the national Teaching Artists Guild Pay Rate Calculator: <https://teachingartists.com/pay-rate-calculator/>

| Program Type | Your Rate |
|---|-----------|
| Performance | \$ _____ |
| Artist Talk | \$ _____ |
| Residency (per workshop) | \$ _____ |
| Professional Development (hourly) | \$ _____ |
| Other Fees (e.g. installation, extra performers, ceramic firing): | |
| Description: _____ | \$ _____ |

Are these rates flexible/negotiable? Yes No

Other (please describe) _____

Program Types You're Interested In (check all that apply):

- In-School Programming
- Creative Aging
- Early Childhood / Pre-K
- Professional Development
- After-School Programming

Payment Policies



Evaluation and Payment

A completed [evaluation form](#) must be sent to T360 to receive payment. Checks will be sent no later than 30 days after the time Think 360 Arts receives the appropriate evaluation form. Evaluation forms should be submitted online through the T360 website/google form. In the event that the website evaluation form cannot be accessed, they can be mailed, emailed, or faxed to the T360 office. If the program schedule involves a residency over an extended period of time (over 30 days), T360 and Artist may agree to an alternative payment schedule (such as a split payment for longer-term residencies). Any such alternative payment schedule must be agreed to in writing prior to the start of the program.

The 30-day payment processing time is in place for the following reasons:

1. **Verification and Validation:** Before making payments, we conduct thorough verification and validation checks to ensure the accuracy of all transaction details. This step is crucial in preventing any potential errors or discrepancies.
2. **Internal Auditing:** As part of our internal auditing procedures, payments go through multiple layers of review to ensure they adhere to our financial guidelines and align with the terms of the agreement.
3. **Payment Batching:** To ensure efficiency and streamline our payment processing, we consolidate payments into batches, which are processed at specific intervals during the month. This approach helps us manage cash flow and optimize resource allocation.

While we understand the importance of receiving payments promptly, we believe that these measures contribute to a more robust and secure financial environment for both our organization and our valued partners like yourself.

Materials

For each program, Think 360 Arts and the Contractor will agree upon a materials budget in advance during the contracting process. Contractors will be reimbursed up to the pre-approved budgeted amount in the contract, without the need to submit receipts to Think 360.

If the Contractor anticipates needing to exceed the pre-approved budget, they must contact a Think 360 Arts staff member prior to purchase for written approval. Additional expenses will only be considered for reimbursement with prior written approval. Contractors are encouraged to plan thoughtfully and responsibly to stay within the approved budget. After Programming is complete, leftover materials should be returned to the party that funded the purchase. In most cases, this means materials should be shared between Think 360 Arts and the school or community organization.

All questions or concerns about materials budgets, purchases, or reimbursement should be directed to a Think 360 Arts staff member prior to the start of the program.

For programs with higher material costs or where the cost is an undue burden, Artists may request materials reimbursement once materials are purchased. Please communicate with the Programs staff person you're working with to coordinate this arrangement.

Payments for Travel

If a program's location is 30+ miles away, we will add a travel payment to the overall cost of the program and will be reflected on the program contract. Using an Artist's address on file, we determine travel payment eligibility and amount. T360 uses the following chart to calculate travel costs to add to a contract, if necessary:

| | |
|---------------------------|---------------|
| 30 – 49 miles one way | \$27 per day |
| 50 – 99 miles one way | \$55 per day |
| 100 – 199 miles one way | \$110 per day |
| 200 or more miles one way | \$165 per day |

Additional payment information can be found in the [2025-2027 Artist Agreement](#).

Receiving Payments for Programs

Once you provide your W9 to T360, you will get an email with instructions to set up e-payments to ensure you get paid promptly. Follow the prompts to set up an account and add your bank account information. Once your bill.com account is set up and you've submitted your program evaluation, you will receive a notification that payment is on the way as well as emails notifying you about future contracts.

If you choose not to use bill.com, your payments will default to a paper check in the mail. **We do advise setting up e-payments to avoid missing checks and to ensure you are paid promptly.**



Hi Michaella Vignieri, Employee,

Please accept this invitation from THINK 360 ARTS FOR LEARNING to start receiving electronic payments. This is our preferred method for making payments, and it's free to sign up.

This way, Michaella Vignieri, Employee gets paid much faster, and all invoice details will be available online in your account for quick and anywhere access, helping you cut down on paperwork.

And don't worry, your account information will be secure, protected with end-to-end encryption, and not visible to THINK 360 ARTS FOR LEARNING. If you have any questions about getting paid through **BILL**, please contact THINK 360 ARTS FOR LEARNING at michaella@think360arts.org or 7209048890.

Ready to get started?

Accept Invitation



THINK 360 ARTS FOR LEARNING created a new bill for invoice #2022-12-14



\$20.00

Bill amount

What happens next?

You don't need to do anything. Once processed, we'll let you know when the payment is on the way.

In the meantime, you can view the invoice details or track the payment status.

View Invoice

THINK 360 ARTS FOR LEARNING

Hi Michaella Vignieri,

We're writing to inform you that THINK 360 ARTS FOR LEARNING has paid you via the service provider, **BILL**. The payment is for the following invoices:

| Invoice # | Due Date | Amount | Payment Amount |
|---------------|----------|---------|----------------|
| 2022-12-14 | 12/29/22 | \$20.00 | \$20.00 |
| Total: | | | \$20.00 |

Payment will be sent to you as follows:
The money will be in your bank account on 12/23/22.

Artist Professional Development Resources

In addition to PD opportunities that T360 offers Teaching Artists internally, we will regularly share external professional development opportunities via email.

Regular Professional Development Offerings (Internal)

- **Institute for Creative Teaching (ICT):** Offered in partnership with University of Northern Colorado School of Art and Design. An in-depth, professional development experience for pre-service teachers, current teachers, Teaching Artists, and community-based educators. During the Institute, Teaching Artists and education practitioners provide techniques in arts and arts-integration skills that serve Colorado teachers in encouraging creativity, curiosity, and play in their classrooms. *T360 Teaching Artists are invited to attend at no cost. [Read about our most recent ICT here!](#)*
- **RAISE (Responsive Arts in School Education) through Young Audiences National:** As a Young Audiences affiliate, T360 teaching artists are eligible to enroll in paid professional learning classes: Intro to Social Emotional Learning (intro course) and Healing Centered Education (second year course). All coursework takes place online and the application typically opens in the fall. Information about coursework will be distributed through T360 communications.
- **Creative Aging training:** as funding allows, T360 brings together subject matter experts on topics related to working with older adults in the realm of arts education. Previous topics have included combating ageism, Creative Aging best practices, aging and accessibility, and working with older adults in memory care settings. *Teaching Artists who are interested in or are currently leading programming for Creative Aging are invited to attend and are compensated for their time.*
- **Wolf Trap Training:** as funding allows and based on need, T360 convenes Wolf Trap teaching artists to continue developing their skills in the realm of early childhood education. *Teaching Artists trained in Wolf Trap programming are invited to participate.*
- **Competency Framework:** During its most recent strategic planning process, T360 developed a framework to support the intentional application of prioritized values into its programming (pictured below). Beginning in 2023, T360 will offer paid training to Artists around how to apply these values within the context of each Artist's practice.

COMPETENCY FRAMEWORK

| | Creative | Social | Personal | Justice |
|------------------------------------|---|--|--|---|
| Level I: Awareness | Engages creatively with an art form. Exposure to professional artists. | Recognizes self within larger communities (school, cultural, religious, geographic, etc.) | Demonstrates awareness of personal identities | Recognize the intersection of power and identities |
| Level II: Understanding | Demonstrates basic skills in creative practices and explores meaning-making | Understand that there are multiple perspectives, experiences, identities, and communities. | Explores one's own assets, strengths and limitations through creative processes. | Uncover tension, exposing and engaging with systems of oppression to personally investigate the root causes of inequity |
| Level III: Development | Applies artistic skills and creative processes to a variety of purposes. | Build community in collaboration with other people who may not have the same life experiences. | Empowered to take appropriate risks; confidently and critically reflect on the implications. | Participants engage / collaboratively and critically in dialogue to recognize that they can disrupt/ intervene |
| Summary or Outcome | Can create and share meaning through artmaking | Collaboration with peers in service to others | Sees self as creator/innovator/artist | Take initiative to act through impactful communication and collaboration. |

Social Media and Digital Resources

Artists may use images from T360 programming they are involved with for use on their own websites, social media, etc. T360 asks that Artists please mention that the program was provided in partnership with Think 360 Arts and tag us whenever possible. For more in-depth information

about artistic ownership, please refer to the [Artist Agreement](#) (new Artist Agreement coming in 2025).

****Posting Images with Minors:** *Artists may **not** use images showing the faces or likeness of minors (0-17 y/o) without explicit written permission. All images on T360's website and social media have authorizations and may be reused. If you are unsure whether or not you can use an image, please contact a T360 staff member.***

Artist e-Updates: We are excited to highlight recent and upcoming exhibitions, performances, and other news from our Teaching Artists! Each month, Artists will receive an email to share this information with our Marketing and Development Coordinator. [Find past Artist updates here.](#)

Think 360 Arts on Social Media ([Find the T360 Logo HERE!](#))

[Instagram](#)

[Facebook](#)

[LinkedIn](#)

Background Checks and Mandatory Reporting

Fingerprinting: Because Think 360 Arts works with schools and other organizations serving youth and vulnerable populations, T360 requires all artists to complete fingerprinting and a background check through both the Federal Bureau of Investigation and the Colorado Bureau of

Investigation upon joining the roster. Fingerprinting for both agencies is handled by a third party vendor and the cost shall be incurred by the Artists. T360 receives notifications of any future arrests or infractions for those we've conducted background checks. Instructions are included below.

FOR VECHS Program - CBI / FBI



Colorado Applicant Background Services Form

Agency Specific Public Inspection of Criminal Justice Rec - CBI Only
To schedule your ten-minute fingerprint appointment, simply visit
<https://uenroll.identogo.com> and enter the following Service Code

25YQ4Q

When prompted, please enter the following CBI Account Number CONCJ4557

Service Code and CBI Account Number are unique to your hiring/licensing agency
Do not use these codes for another purpose

Please bring one of the identification documents from the list below to your enrollment appointment:

- Driver's License issued by a State or outlying possession of the U.S.
- Driver's License PERMIT issued by a State or outlying possession of the U.S.
- ID card issued by a federal, state, or local government agency or by a Territory of the United States
- State ID Card (or outlying possession of the U.S.) with a seal or logo from State or State Agency
- Commercial Driver's License issued by a State or outlying possession of the U.S.
- Canadian Driver's License
- Department of Defense Common Access Card
- Employment Authorization Document that contains a photograph
- Foreign Driver's License (Mexico and Canada only)
- Foreign passport
- Military Dependent's Identification Card
- Permanent Resident Card or Alien Registration Receipt Card (Form I-551)
- U.S. Coastguard Merchant Mariner Card
- U.S. Military Identification Card
- U.S. Passport
- U.S. Tribal or Bureau of Indian Affairs Identification Card (Enhanced Tribal Card Only)
- U.S. Visa issued by the U.S. Department of Consular Affairs for travel to or within, or residence within, the United States
- Uniformed Services Identification Card (Form DD-1172-2)
- Waiver Form for Applicants age 17 and under

 Don't have access to the Internet? You can still schedule an appointment by calling 844.539.5539

In accordance with *Think 360 Arts' Abuse Policy*: It is the intention of Think 360 Arts to prevent engaging the services of individuals who have a history of sexual abuse and molestation/misconduct, and to this effect, all efforts will be made to discover such histories. Signed completion of this agreement gives this agency permission to conduct such background

checks, and the applicant is hereby notified that such background checks will be made vigorously.

Immediate Reporting and Response: If sexual abuse, molestation, or misconduct are suspected or discovered, Artist must report immediately by phone or in person to Think 360 Arts staff of any suspected sexual activity, misconduct or relationship of another employee, contractor or volunteer in violation of this policy. Staff will take appropriate action including notifying the DCFS Child Abuse Hotline, documenting the conversation and communicating with the host site.

Please refer to the [Artist Agreement](#) and the Abuse Policy on page 9 for further explanation.

Appendix of Links/Resources

Administrative Links

[2025-2027 Artist Agreement](#)

[Teaching Artist Evaluation](#)

[Form to Submit Teaching Artist Information for Website](#)

Program Planning Resources

[Colorado State Standards](#) (Colorado Department of Education)

[Lesson Planning Template](#)

[Arts Education and Social Emotional Learning Framework](#)

[Creative Aging Best Practices](#)

Wolf Trap Documents

[Classroom Observation Form](#)

[Residency Planning Form](#)

[Lesson Planning Form](#)

[Wolf Trap National - Education & Resource Portal](#)

Marketing Resources

[2024 Community Report](#)

[Think 360 Arts Logo](#)

Think 360 Arts on Social Media: [Instagram](#), [Facebook](#), [LinkedIn](#)