

## Botanical Art, Colored Pencil Instructor Request for Independent Contractor Services

The North Carolina Botanical Garden at the University of North Carolina at Chapel Hill is requesting proposals for an experienced botanical art instructor to teach colored pencil courses, beginning in the spring 2023 session. Some courses are offered virtually and some in-person at the Garden. We are open to proposals from instructors out of the area for virtual classes.

**Release Date:** August 30, 2022  
**Full Proposals Due:** No later than 5:00 p.m. ET, September 30, 2022  
**Contract Duration:** January 2023 – December 2023, annual renewal of contract subject to Garden needs, a yearly background check, and positive student assessments  
**Proposal Format:** *Submit via email*

**NCBG Contacts:**

David Michaud	Joanna Massey Lelekacs
Registrar & Program Coordinator	Director of Education
North Carolina Botanical Garden	North Carolina Botanical Garden
<a href="mailto:ncbgregistrar@unc.edu">ncbgregistrar@unc.edu</a>	<a href="mailto:jlelekacs@unc.edu">jlelekacs@unc.edu</a>

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This document describes the purpose of this request for independent contractor services, eligibility criteria, and the procedures to follow in submitting a proposal. It is requested that proposals are submitted by email; however, alternative submission arrangements can be requested by contacting David Michaud, Registrar & Program Coordinator, at [ncbgregistrar@unc.edu](mailto:ncbgregistrar@unc.edu) or 919.962.4882.

**Note:** Pre-submission inquiries regarding this opportunity may be addressed via email to [ncbgregistrar@unc.edu](mailto:ncbgregistrar@unc.edu). Responses will be compiled and answered via a **Frequently Asked Questions** document posted to the Garden's website ([go.unc.edu/BAIfaq](http://go.unc.edu/BAIfaq)) on September 13, 2022.

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### Background

The [North Carolina Botanical Garden](#) initiated its [Certificate in Botanical Art and Illustration](#) in 2001. The Garden is a university-affiliated botanical garden with an outstanding reputation for integrating a conservation ethic into all its programs. We are the region's most comprehensive center of knowledge about plants in North Carolina and the southeastern United States, and we provide a broad audience with inspirational experiences, opportunities for health and wellness through outdoor activities, and educational programs within a science-based institution. It is the Garden's vision to have a profound influence on how people value and interact with the environment and the biologically diverse world. The Certificate in Botanical Art and Illustration (BAI) program helps the Garden realize that vision. The Garden is an American Society of Botanical Artists (ASBA) Member Institution.

### Overarching Goals

The Certificate in Botanical Art and Illustration program's overarching goal is to provide a well-balanced curriculum of botanical scientific and art theory and practice that enables students to explore the relationship of plants and visual art with botanical proficiency and appreciation of the plant world.

### Overview of Independent Contract Opportunity

The North Carolina Botanical Garden seeks the independent contract service of an art instructor to teach two to four botanical colored pencil courses (and potentially other courses based on the expertise of the instructor) annually, beginning in the spring 2023 session. These are studio courses comprised of technique demonstration, lecture, critique, as well as drawing in class by students. Courses confer credit in the Certificate in Botanical Art and Illustration program, and the virtual beginning and intermediate colored pencil courses also confer credit for the new [Botanical Art Fundamentals Program](#).

## Scope of Work: Twelve Months

### Instruction

- Instruction for beginning (virtual, and in-person if local to NCBG), intermediate (virtual, and in-person if local to NCBG), and advanced (either virtual or in-person) botanical art colored pencil courses. Instruct two colored pencil courses in the spring and one to two in the fall session.
- Courses must include demonstrations on drawing for botanical accuracy, layering and blending techniques, color mixing, techniques for working on various colors of paper, layout, colored pencil choices, and other techniques relevant to botanical art and illustration based on instructor discretion. Instructional demonstrations must show a mastery and confidence in drawing and colored pencil fundamentals as it applies to botanical art.
- Each in-person course meets for 3.5 hours once a week for four weeks. Courses offered virtually have more flexibility in design format. Courses are dependent on reaching minimal enrollment. More courses may be added as needed.
- Occasional workshops may be taught that reflect the instructors' area of emphasis/expertise. Certificate electives may be established in other media reflecting the instructors' expertise (e.g. mixed media, gouache, acrylic).
- Conduct classroom discussions, lectures, critiques, and share botanical knowledge with confidence that follow the curriculum guidelines found in the [BAI handbook](#).
- Must be available to teach both the fall and spring session. Courses are scheduled to follow one another. There is some flexibility in the day of the week and morning or afternoon time slots, but not in the order of the overall class lineup.
- *Please note:* Face-to-face activities will be convened according to our most up-to-date policies and protocols with respect to COVID-19.

### Non-instructional activities

- Participate in nonteaching BAI activities including the annual graduation ceremony, instructor and curriculum meetings, and potentially in independent project portfolio reviews if local to NCBG.
- Edit or write course descriptions as needed, record attendance, grade (credit/no credit), create handouts, offer student artwork reviews/critiques, and in some cases, record short demonstration videos. Annually review BAI handbook for accuracy and completeness.
- Promote courses on your social media channels and/or website.

### Supplies

Must provide own instructional supplies. In-classroom supplies include laptop (PC), projector, document projector, dissecting microscopes (one with projection capability).

### Desired Skills, Qualities, and Attributes

- Studio art instructional experience teaching adult classes. Botanical art/illustration experience is highly preferred.
- Knowledgeable in botany or in other plant-centric areas including familiarity with or an interest in the native flora of the southeastern U.S.
- Familiar with historical and current constraints and trends in botanical art.
- Proficient in botanical art/illustration or colored pencil realism.
- Currently working as a professional artist or designer.
- Passion for teaching and promoting the growing interest in the field of botanical art and illustration.
- Experience teaching art virtually, or enthusiasm for and technical capability to build this skill through this opportunity.
- Artwork is/has been displayed in exhibitions or shows reflecting botanical art/illustration, scientific illustration, colored pencil realism, or other areas of relevance to the type of class taught.
- A degree in art, design, botany, or environmental or other natural sciences (or related field) OR successful completion of a Botanical Art and/or Illustration Certificate Program from NCBG or other public garden/institution is highly preferred.
- Mastery in drawing fundamentals, drawing directly from plant specimens, using the colored pencil medium, including drawing for botanical accuracy (subjects identifiable to the species), color layering, blending, and matching, composition, and overall execution of chosen artistic style.
- Exhibit confidence in speaking to a group as well as sharing technical knowledge through demonstrations.
- Knowledgeable in computer skills and in photographing and scanning artwork.
- Experience creating video demonstrations will be helpful.
- Self-motivated and confident in an instructional classroom situation.
- Excellent managerial, organizational, and communication skills.

### Proposal Requirements

Submit your proposal, via email to [ncbgregistrar@unc.edu](mailto:ncbgregistrar@unc.edu), David Michaud, Registrar & Program Coordinator, no later than 5:00 p.m. ET on Friday, September 30.

- Submit the following in one file (Adobe PDF format preferred)
  - Resume
  - Artist Statement and exhibition list
  - Educator Statement; your approach to teaching botanical art and illustration courses
  - Social media handles, if active on social media
- In your email, include link to artist's website or blog and/or portfolio of work to include 10 to 15 pieces of artwork submitted in digital JPEG format. Minimum size 400dpi, height 10" along with a list that includes the title, size, and medium of each piece.
- *Note:* There is also another Request for Independent Contractor Services out focused on a Botanical Art, Expressive Watercolor Instructor. If you meet qualifications of both requests, please feel free to submit a proposal for both opportunities.

### Proposal Review & Evaluation

Proposals will be reviewed based on the requirements set forth in this document. We anticipate a decision by the end of November 2022.