



**The Arts in Education Program of Central Intermediate Unit 10**

200 Shady Lane • Philipsburg, PA 16866  
814-342-0884 • FAX: 814-342-5137

**Consultant Agreement  
2021-2022**

**Consultant's  
Name**

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**Business Phone**  
**Business**  
**Address**

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**Home/Cell**

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**Email Address**

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**General Stipulations:**

- a. A consultant must be an organization or an individual who is an independent contractor with respect to the services provided through The Arts in Education Program of the CIU 10 (Galaxy). Such consultants are not employees of Galaxy or the CIU 10, and are therefore not entitled to the benefits or protection of CIU 10 employees. Payment of services provided herein shall be the sole monetary obligation of Galaxy/CIU 10. Responsibility for payment of all federal and state income taxes associated with this agreement, and any other charges imposed by law upon individuals or other legal entities, shall be the sole responsibility of the consultant.
- b. Payment for services will be made after services have been provided and after submission of the completed "Invoice" and/or summary form for the PA Council on the Arts (if applicable). If reimbursement for special expenses is a negotiated part of the contracted services, it will be paid within 60 days after complete documentation for incurred expenses is received by Galaxy. Original receipts must be obtained for such costs. Invoices must be submitted prior to the 4th of each month for payment at the end of the month.
- c. Unless noted otherwise, the consultant will provide all necessary supplies for performing the services specified.
- d. In the event of inclement weather, which prevents the performance of the contracted service(s), the consultant will work with school /community personnel to coordinate another date/time in a timely manner.
- e. For arts resources for schools (including Artist Residencies and Artist for a Day) the consultant must, as scheduling permits, provide services in any school within the CIU 10 region that requests him/her. This refers to any school in the CIU 10 region including school districts, charter schools, and non-public schools located in Centre, Clinton, and Clearfield counties.
- f. The consultant understands that he/she is not permitted to perform Galaxy-sponsored services at the schools previously enumerated without the expressed written consent of Galaxy.
- g. The consultant agrees to conduct Galaxy-CIU 10 - sponsored services in a professional manner at all times, recognizing that value of maintaining quality customer service relationships, which uphold both the consultant's and Galaxy/CIU 10's good reputation.
- h. Galaxy reserves the right to terminate its relationship with consultants that do not demonstrate compliance and/or act in accordance with stated requirements and all signed agreements, or for any reason Galaxy deems necessary.

**Galaxy/CIU 10 - Sponsored Services:** The following are services for which the consultant can agree to enter into a contract with Galaxy/CIU 10. (NOTE: At minimum, the consultant must agree to the terms of BOTH Artist Residencies and Artist for a Day, which include promotion of consultant services on the website.)

1. Artist Residencies (Schools, Organizations, and Senior Centers)
2. Artist for a Day Performances and Workshops

**NOTES:**

- a. The consultant must agree to the terms of BOTH Artist Residencies and Artist for a Day.
  - b. The consultant may or may not choose to participate in other Galaxy/CIU 10 - sponsored services
  - c. While Galaxy/CIU 10 will promote consultant services on its website and by other means, the consultant understands that there is no guarantee that he/she will be contacted to provide said services within the contracted year.
  - d. The consultant understands that he/she will be responsible for timely communications between themselves and host sites (schools and other) and with Galaxy staff and agrees to follow communications procedures as provided and outlined by Galaxy.
  - e. The consultant is responsible for gaining a complete understanding of the Galaxy/CIU 10 - sponsored services, which he/she is agreeing to provide, as well as the related procedures, it is understood that this document is a general agreement, which confirms a consultant's desire to work with Galaxy/CIU 10. Details (dates, etc.), specific to certain services, will be communicated and confirmed electronically.
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## **1. Artist Residencies**

(Plan, organize and execute multiple-day artist residencies in cooperation with host site coordinators.)

**Honoraria:** \$200 per residency day (school) \$150 per residency (Senior Center/community)

**Note:** If the residency is cancelled through no fault of the artist, the artist will receive, 1) \$100 if the residency is cancelled prior to the first day of the residency or 2) 100% of their daily rate (\$200 for each day the artist worked on-site) if the residency is cancelled after it has begun. *Mileage will be compensated if the residency site is over 50 miles from business address listed above, starting with mile 51, at the state mileage reimbursement rate.*

### **Special Terms/Notations:**

Consultant agrees to conduct an on-site planning meeting prior to the scheduled residency.

## 2. Artist for a Day (AFAD)

(Prepare and present lessons and/or performances in school settings.)

### Honoraria:

- A. Rate \$200/day = 1 artist (up to 3, 1-hour lessons OR up to 2, 1.5 hour lessons w/ no performance)
- B. Rate \$250\*/day = 1 artist in 1 performance only
- C. Rate \$300/day = 1 artist in performance plus up to 2, 1-hour lessons
- D. Rate \$350\*/day = Duo/Ensemble in 1 performance only
- E. Rate \$450\*/day = Duo/Ensemble in performance plus up to 2, 1-hour lessons

### During the school day, offerings can include:

- Up to 3, 1-hour lessons OR up to 2, 1.5 hour lessons (formerly known as "visits" and "workshops")
- OR combination performance and up to 2, 1-hour lessons
- OR 2 performances (\*price doubles)

**I have read the Consultant Agreement and I agree to the terms of both  
"Artist Residencies" and "Artist for a Day" services.**

**Printed Name** \_\_\_\_\_

**Art Form** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Galaxy/CIU 10** \_\_\_\_\_

**Date** \_\_\_\_\_

