



Policies, Procedures & Guidelines

CBBAG CORE CURRICULUM INSTRUCTOR POSITION DESCRIPTION

Classification: Policy

Approval Authority:
CBBAG Board

Effective Date:
May 13, 2014

Supersedes:
November 15, 2011

General Description:

CBBAG Core Program Instructors teach CBBAG core curriculum courses in locations across Canada including Bookbinding I, Bookbinding II, Bookbinding III, Finishing, Restoration & Repair, and Paper Treatments for Binders.

Specific Job Responsibilities:

- Teaching CBBAG core programme to CBBAG students
- Agree to follow the CBBAG curriculum
- Conduct course evaluations upon completion of each workshop
- Agree to provide feedback to the National Education Committee of CBBAG on effectiveness of workshops curriculum and programme
- Produce summary reports of workshops
- Other duties as assigned

CBBAG/Chapter Responsibilities:

- Curriculum outlines for core programme
- Set of DVDs and instruction manuals for review of procedures and projects as approved for courses
- Advertising of the courses and registration of students
- Provide a list of student names and contact information at least 5 days in advance of course date
- Evaluation forms to be distributed to students
- Provision of an adequate space for the course and basic supplies/equipment as needed

Skills Required:

- Senior level bookbinding skill level to be described.

Teaching environment:

- CBBAG bindery or local chapter bindery or workspace as arranged
- Intensive or weekend based courses as determined.

Qualifications:

- Completion of CBBAG core courses or equivalent
- Demonstrated experience in the book arts
- Teaching experience
- Active membership in CBBAG while teaching core course(s)
- Approval by the chair of the National Education Committee or designate

Terms/Remuneration:

- TBA
- Teaching fee per day
- If GST/HST is charged, an invoice and GST/HST number must be submitted

To apply, please submit your résumé to the chair of the National Education Committee care of cbbag@cbbag.ca