



Call for Qualifications: Contract Instructors

Denver Botanic Gardens seeks qualified individuals to teach courses to a diverse group of adult students within the Gardens' [educational programs](#). Educational formats and environments vary and include, but are not limited to, delivery through multi-session classes, stand-alone workshops and demonstrations and are offered in-person, online or through a hybrid.

Knowledge, Skills & Abilities:

Degree or equivalent certificate in a subject area including but not limited into horticulture, biology, culinary, art and illustration.

- At least two years' experience teaching adult audiences
- Ability to engage with students to foster a lively, positive leisure learning environment
- Excellent oral and written communication and human relations skills
- Effective organizational skills, particularly as they relate to the teaching-learning process
- Passionate about working with diverse populations
- Commitment to inclusion, diversity, equity and accessibility as it relates to a learning environment

Characteristic Responsibilities:

- Communicate clearly and in a timely manner with the manager and coordinators planning courses
- Can meet deadlines
- Create, plan and implement educational classes for Denver Botanic Gardens. This includes providing class description, syllabus/course outline, promotional image, materials lists and teaching.
- Instruct adult students of all ages in a studio classroom or online Zoom format, lab or other setting. Includes technique demonstration, critique and work in class by students.
- Understand and clearly communicate best practices for using tools, raw food items or other class materials as relevant.

The above statements are intended to describe the general nature and level of work performed by contract instructors. This is not an exhaustive list of responsibilities, duties and skills.

General Scope of Work & Deliverables:

Submission Requirements:

Please submit a package with the following for consideration to teach@botanicgardens.org.

- Qualifications (including resume) highlighting relevant experience
- Contact information for three (3) professional references
- Sample class outline or syllabus
- Current relevant teaching topics or class titles
- Current and/or previous teaching locations
- General availability for scheduling

Other Requirements:

Proof of COVID-19 vaccination