

**HD EXPO – Createasphere Instructor, Teaching Assistant,
Production Assistant, and Support Staff**

Application

HD EXPO – *Createasphere* accepts applications from candidates for instructor, teaching assistant, production assistant, and workshop support staff positions.

HD EXPO – *Createasphere* uses the highest caliber instructors the entertainment industry has to offer – instructors who not only have complete command of classical and digital production and post production techniques, but who also have a body of work that demonstrates impeccable aesthetics and a rich understanding of visual storytelling.

We look for working professionals who understand the value of education and feel that giving back knowledge is important in this industry.

The application process is the same for instructors, teaching assistants, production assistants, and support staff:

Please sign this document, complete the attached application form, then scan and email to jeff@hdexpo.net or fax to 818–842–6624, Attn: Jeff Seckendorf, Education/Workshop Manager, with the following:

- Resume and Bio
- Short personal statement on your teaching philosophy & why you would bring value to the educational training.
- Minimum of three professional industry references

You will be contacted to set up the following:

- Phone interview
- Follow up in–person or video–chat interview

Details on dates, compensation, and procedures will be given on the first phone interview.

Instructors

The overall responsibility of the HD EXPO – *Createasphere* instructors is to guide and support the participants. Our complete emphasis is on the participants' experience. To that end, we expect the instructors to immerse themselves in the training, to be accessible and available to students throughout the course of the days, particularly during meals and breaks, where much informal learning takes place.

Each instructor will represent HD EXPO – *Createasphere* to the best of his or her ability.

In prep, instructors are expected to be available as required for consultation and meetings regarding workshop logistics, equipment acquisition, curriculum, etc.

At the conclusion of each workshop day the instructor(s) will participate in a short debrief with the Education/Workshop Manager or onsite coordinator to review and prepare for the following day.

On completion of the training event, instructors will be sure personnel are in place to facilitate paperwork, gear return, etc. and will participate in the wrap if requested.

Each instructor is required to submit a brief written report following each workshop, particularly regarding anything unique to that particular workshop.

Teaching Assistants

Teaching assistants will work with the workshop instructor(s) to facilitate all aspects of the participants' educational experience including, but not limited to, equipment management, paperwork, and logistics. Teaching assistants may be called on to step into an instructor role when deemed appropriate. Teaching assistants can anticipate much interaction with the participants.

Production Assistants and Support Staff

Production assistants and workshop support staff personnel fulfill many of the same tasks as a production assistant on a motion picture set including, but not limited to, logistical support, transportation, specific student requests, etc. Please be prepared – this is a hands on job.

General Information

All materials i.e., curriculum, videotapes, audio recordings, video and digital recordings, student information, etc. is the property of HD EXPO – *Createasphere* and cannot be duplicated or used without written consent from HD EXPO – *Createasphere* .

Each Instructor, Teaching Assistant, Production Assistant, and Support Staff agrees to be photographed and/or recorded for marketing, promotional and educational purposes in print and electronic media, and grants HD EXPO – *Createasphere* a license to use, in perpetuity, his/her image, likeness, and voice for said purposes as it pertains to his/her role in HD EXPO – *Createasphere* .

Instructors, Teaching Assistants, and Production Assistants, Support Staff agree to keep confidential all HD EXPO – *Createasphere* workshops materials and unique information collected by HD EXPO – *Createasphere* , i.e. sponsorship information, curriculum, data, student information etc.

Instructors, Teaching Assistants, Production Assistants, and Support Staff agree that, under no circumstances, will they solicit any form of employment or accept any gifts of any kind from any HD EXPO – *Createasphere* participant or sponsor.

Instructors, Teaching Assistants, Production Assistants, and Support Staff agree to represent HD EXPO – *Createasphere* to the best of their ability, including press conferences, press interviews, articles, etc.

Each instructor will be available for a limited number of promotional appearances and will be properly notified of any to insure ability to schedule.

Compensation and Logistics

Each Instructor, Teaching Assistant, Production Assistant, and support staff person will be offered a compensation package for each workshop or event that is based on a single flat rate and includes all fees, travel, and expenses. Invoices for the fee will be paid net 30 days and require an invoice to pay.

Each Instructor, Teaching Assistant, Production Assistant, and support staff person will be responsible for his or her own travel, lodging, and location logistics. A host hotel will be recommended with discounted rates where the staff may be staying.

It is the express intent of the parties that each Instructor, Teaching Assistant, Production Assistant, and support staff person is an Independent Contractor and not an employee, agent, joint venture or partner of HD EXPO – *Createasphere* or HD EXPO – *Createasphere* Workshops (Company). Nothing in this agreement shall be interpreted or construed as creating or establishing the relationship of employer or employee between HD EXPO – *Createasphere* or HD EXPO – *Createasphere* Workshops and the instructor. Both parties acknowledge that the instructor is not an employee for state and federal purposes. Instructors shall retain the right to perform services for others during the term of this agreement.

This Agreement does not constitute a hiring by either party. It is the parties' intentions that Independent Contractor shall have an independent contractor status and not be an employee for any purposes, including, but not limited to, California laws. Independent Contractor shall retain sole and absolute discretion in the manner and means of carrying out their activities and responsibilities under this Agreement. This Agreement shall not be considered or construed to be a partnership of joint venture, and the Company shall not be liable for any obligations incurred by Independent Contractor unless specifically authorized in writing. Independent Contractor shall not act as an agent of the Company, ostensibly or otherwise, and not bind the Company in any manner, unless specifically authorized to do so in writing.

Independent Contractor shall defend, indemnify, hold harmless, and insure Company from any and all damages, expenses or liability resulting from or arising out of, any negligence or misconduct on Independent Contractor's part, or from any breach or default of this Agreement, which is caused or occasioned by the acts of Independent Contractor. Independent Contractor shall insure that its employees and affiliates take all actions necessary to comply with the terms and condition set forth in this Agreement. Independent Contractor shall name Company as an additional insured on all related insurance policies including workers compensation and general liability,

This standing agreement, along with an attachment noting the flat rate fee, constitutes the entire agreement between HD EXPO – *Createasphere*, and/or HD EXPO – *Createasphere* Workshops and Instructor, Teaching Assistant, Production Assistant, or support staff person and supersedes all prior proposals and agreements, whether oral or written, and all other understandings and shall be changed or modified only by subsequent writing executed by authorized persons on behalf of HD EXPO – *Createasphere* and Instructor.

Please sign below that you have read, understood and agree to the terms and standards of this agreement.

Signature

Applicant – Print Name

Date

Signature

HDE Expo – *Createasphere*

Date

**HD EXPO – Createasphere Instructor, Teaching Assistant,
Production Assistant, and Support Staff Application**

Check one: Instructor Teaching Assistant Production Assistant Support Staff

PERSONAL INFORMATION

Name _____
Address _____
City State Zip Country _____
Cell Phone _____
Home Phone _____
Fax _____
Email _____
Website _____
Emergency Contact/Relationship _____
Emergency Contact Phone _____
Any medical issues we need to be aware of? _____

WORK HISTORY

Current position _____
How long _____
Previous position _____
How long _____
Previous position _____
How long _____

RECENT TEACHING HISTORY (please list last three teaching events and your title)

Workshop _____
Workshop _____
Workshop _____

OTHER TEACHING EXPERIENCE

University level _____
High school level _____
Other _____

CERTIFICATIONS, DEGREES, ETC.

REFERENCES (name, title, phone, email)

