

Workhouse Arts Center Ceramics Emerging Artists Program

Artist Guidelines

The following rules **must** be followed as a Ceramics Emerging Artist in the Workhouse ArtsCenter Ceramics Facility. Please make sure you adhere to all of them.

General

All Emerging Artists must:

- Have read and will abide by the Workhouse Artists Policy and Procedures Manual and any amendments made to it. Artists will be given prior notice of any changes or amendments.
- Read the book “*Keeping Clay Safe and Legal*” and review on a quarterly basis.
- Mandatory participation as an Assistant or Teacher’s Aide in Work study program.
- The Emerging Artist must attend all Quarterly Training Sessions. Assistant teams and areas of operation in program are Kiln, Glaze and Recycle. The Ceramics/Glass Director decides placement of Emerging Artist on a team or as a Deputy Area Manager.
- Maintain a presence in their studio for at least 15 hours a week (includes 14 hours/week as per the Workhouse Artists Policy Manual/Lease agreement). This time could include Gallery Watch (one day per month avg.), teaching and/or contributory hours for Ceramics program.
- Help keep the studio dust free!
- Do Not Sweep-**ever**!
- Do not sand indoors (if needed- do so outside in kiln yard).
- Mop your studio 2-3 times per week.
- The Ceramics Emerging Artist has full unfettered access to all equipment, community tools and kilns in the Ceramics program.
- Clean all equipment and work areas used thoroughly after use.
- Mandatory attendance at Monthly Resident and Emerging Artist Meetings with Ceramics Director. (schedule to be determined by Ceramics/Glass Director) Reservation of kilns will occur at these meetings, as well as any discussion relating to events, procedures/policies, opportunities and issues in program.
- All Emerging Artists must go through a thorough orientation with Ceramics/Glass Director on the proper use of the Recycling Pugmill and Mixer. Due to the variety of clays that Resident and Emerging Artists may be

- using, all artists are responsible for recycling and/or disposing of their own clay.
- Notify Ceramics/Glass Director in a timely fashion of any issues with equipment or facility.
 - Sales of Emerging Artists artwork can occur out of their studio only. All transactions must occur through front gallery and Workhouse Arts Foundation takes 30% commission.
 - Ceramics Emerging Artists are non-voting members of the studio. I.e.-applicants for residency, etc.
 - Participate in Second Saturday events and yearly fundraising activities for Ceramics Program.
 - Provide your own additional studio furniture and/or tools. A warecart, worktable and wheel are provided in Emerging Artist studio.
 - Classroom materials (wax, oxides, etc.) must not be used without Ceramics/Glass Director's prior approval and a nominal fee.
 - Credit (Work Study Deputy Manager and/or Assistant) is given for any contributory hours towards the Ceramics Program; this credit is good towards materials (non-classroom) and firings only.
*Amount of Credit and time frame (Expiration) it can be used is subject to change.

Maintain building security, safety and harmony.

- Do not prop any outside doors open *for any reason, other than doors to outside kiln yard when loading/unloading gas kilns or for delivery of materials.*
- Use only the Ceramics Artist/Student entrance to leave or enter the studio.
- Do not leave unsupervised children in the studio.
- No Non-contractual or non-registered individual may use the equipment in the Ceramics Program per liability concerns.
- Check all doors before leaving building, if last one out.
- Turn on (or off, as appropriate) lights when coming and going.
- Keep your radio/ sound devices set to a reasonable level so that it does not disturb classes or other artists.
- Working in a cooperative studio can be a challenge.

Remember! Everyone is here to learn and grow as individuals and artists, please respect others as you would expect them to do so towards you.

Emerging Artist's Assignments

Resident/Emerging artist's weekly jobs are assigned to one or more per artist and may change quarterly.

Make sure that you complete your job once a week or once every other week, as appropriate; each job can be completed in 30 minutes or fewer.

Division of labor:

- **Kiln Team**—maintains and organizes all tools, shelves and equipment in Resident Artist Kiln Room and maintains kiln yard. (All Residents and Emerging artists)
- **Glaze Team** --keeps all common use gas kiln glazes sieved and mixed at correct specific gravity and above the remix line.
- Mix/Maintain Gas Reduction glazes for use by students when needed (this is the Glaze team responsibility).
- Gas Reduction glazes in main studio glaze area are for student's use (Resident and Emerging artists may use as well, for a nominal fee).

Emerging Artists Glaze Material Safety and Handling

- Emerging artists have full access to Raw Materials Lab to mix personal glazes; however,
 1. All materials in their glaze must have a corresponding Material Safety Data Sheet on file with the Ceramics/Glass Director.
 2. All functional glaze materials must be food-safe
 3. All emerging artists must bring their own buckets.
 4. All emerging artists must pay the school's cost for materials and clay
- Emerging artists must mark appropriately all materials brought into studio as follows:
 1. Keep them clean
 2. Label them clearly (name of material, temp. and owner)
 3. Store the buckets safely in your studio
- None of the following materials are allowed in The Workhouse Arts Center Ceramics Program EVER!
 1. Lead—no storage or use allowed in this facility.
 2. Commercial glazes with lead and/or considered unsafe for food/drink use. (exception made for Sculptural use)
 3. Barium (exception made for Sculptural use) must be stored in Raw Materials Lab, in a clearly sealed and marked container.
 4. Vanadium (exception made for Sculptural use) must be stored in Raw Materials Lab, in a clearly sealed and marked container.
 5. Any hazardous materials without prior notification of Ceramics/Glass Director and/or Workhouse Arts Foundation.

Storing of Work

- Each Emerging Artist is responsible for storing all personal works in progress in their own studio.
- All tools and supplies in their own studios.

- All finished work must be stored in your own studio.

Firing

All Emerging artists are responsible for firing their own work.

1. All Emerging Artists must go through training with the Ceramics/Glass Director on the use of any firing equipment.
2. The Resident and Emerging artist's Greenware cart(s) in Resident Kiln Room is for works ready to fire, please consolidate your work and respect common use by others.
 - Note: If you wish, you may put a note "Do not fire!" on your work. Otherwise, keep in mind that it is a group kiln room and artists could use (share a kiln) others work, in order to fire a full load.
3. The Resident and Emerging artist's Glazeware cart(s) in Resident Kiln Room is for work ready to fire at glaze temperature, please consolidate your work and respect common use by others.
4. Follow all procedures in the kiln room(s), reserving kilns and filling out the appropriate kiln logs.
5. Gas kilns have special requirements. They are as follows:
 - Do not fire unless you are certified*.
 - Each Emerging Artist is responsible for learning to fire the gas kiln.
 - Any certified firing leader can train another Emerging Artist.
 - Each Emerging Artist is responsible for making arrangements to participate in a firing.

• Gas fees*:	Raku	Electric fees*:	#1	#2	#3	#4	
• 1/4 load =	60.00	35.00	1/4 load =	16.00	13.00	10.00	7.00
• 1/2 load =	120.00	Per	1/2 load =	32.00	26.00	20.00	14.00
• Full load =	240.00	Firing	Full load =	64.00	50.00	40.00	28.00

*2022 prices-Fees for bisque firings are half of above pricing and all fees are subject to change

*Certification process is as follows- Any Ceramic Artist holding a Masters degree or higher in Ceramics will be considered certified after 2 firings and/or approval from Ceramics/Glass Director. All others must fully participate in 4 firings and approval of Ceramics/Glass Director in order to be considered certified. An oral review with the Ceramics/Glass Director demonstrating Emerging Artist's knowledge with gas kilns is the final requirement for certification.

*Ceramics Emerging Artist(s) work to be displayed for sale may not be fired in the Student kilns or firings, except when the following conditions are met (work that is made for instructional and/or demonstration purposes only and will not be displayed for sale and/or the associate pays for piece to be fired in student kilns).

Quarterly Clean-up:

- At the end of every three months (quarter), there is a thorough

clean-upscheduled for the common areas of the building.

- Assigned jobs in any area of the program will be posted and one week or more is given to complete an assigned task to the Ceramics/Glass Director's satisfaction.
- If you are unable to complete your assigned job (e.g., on travel, vacation, illness, etc.), please arrange to have a fellow emerging artist or student assistant complete your task.

Final Notes:

- **The Workhouse Arts Center is a publicly accessible and cooperative facility and campus, as such a variety of people will be coming into our building(s) to view/buy works for sale in the Ceramics Gallery, visit, take classes and tour the facility during scheduled hours of the week.**
- **As an Emerging Artist you are a representative of the Workhouse Arts Center and Workhouse Arts Foundation, as such all Emerging Artists must conduct themselves and interact with the public and students in the utmost professional manner. Any Emerging Artist unable to abide by this rule will be re-evaluated and if an amiable resolution can not be reached the Workhouse Arts Foundation reserves the right to refuse service and rescind any contractual agreement with that artist.**
- **Assigned jobs in the studio are not optional! If the Ceramics/Glass Director, another Emerging Artist must do the job of any Emerging Artist more than three times in one quarter without prior approval or notice, that Emerging Artist will be required to pay an additional penalty fee (TBD on a case by case basis).**

The below signed Emerging Artist has read and agrees to abide by the rules set forth above and understands their responsibilities as a member of the Workhouse Arts Center, Ceramics Program and the Workhouse Arts Foundation.

Emerging Artist _____ Date _____

Ceramics/Glass Director _____ Date _____