

Workhouse Arts Center Ceramics Residency Program

Resident Artist Guidelines

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

General

All Resident 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 (as needed).
- Participate in our Work Study program as an Assistant or Teacher's Aide, in Resident Artist Mentor Program, or Area Manager*.
- Actively participate in Outreach activities the Ceramics program provides to various community groups (i.e. girl scouts, schools, etc...).
- The Resident artist must attend all Quarterly Training Sessions. Assistant teams and areas of operation in program are Kiln, Glaze and Recycle. The Ceramics Director decides placement of Resident Artist on a team or as a Deputy Area Manager.
- Maintain a presence in their studio for at least 18 hours a week (includes 17 hours/week as per the Workhouse Artists Policy Manual/Lease agreement). This time also includes required shared Resident Artist Gallery Watch (2 days 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 (or as needed) per week.
- Clean all equipment and work areas used thoroughly after use.
- Mandatory attendance at Monthly Resident Artist Meetings with Ceramics Director. (schedule to be determined by Ceramics 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 Resident Artists must go through a thorough orientation with Ceramics Director on the proper use of the Recycling Pugmill and Mixer.
Due to the variety of clays that Resident Artists may be using, all residents are responsible for recycling and/or disposing of their own clay.
- Notify Ceramics Director in a timely fashion of any issues with equipment or facility.
- Participate in a recurring Resident Artist Exhibit
- Provide your own studio furniture, pottery wheels and/or tools.
- Classroom materials (wax, oxides, etc.) must not be used without Directors prior approval and a nominal fee.

* Credit (Work Study Area Manager and/or Assistant) is given for any contributory hours towards the Ceramics Program; this credit is good towards raw materials (non-classroom, i.e. personal use items) 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 Resident/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 resident 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.

Residents Assignments

Resident weekly jobs are assigned to one or more per resident artist and 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)
- ***Glaze Team***-Mix/Maintain Gas Reduction glazes* for use by students when needed (this is currently the glaze team responsibility).
*Oxidation and Reduction glazes in main studio glaze area are for student's use (Resident artists may use as well, for a nominal fee).

Resident Artist Glaze Material Safety and Handling

- Residents 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 Director.
 2. All glaze materials must be food-safe (if applicable).
 3. All residents must bring their own buckets.
 4. All residents must pay the program's cost for materials and clay
- Residents 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 (for student use) in The Workhouse Arts Center Ceramics Program without proper safeguards.
 1. Lead-no storage or use allowed in this facility EVER.
 2. Barium Carbonate (resident artist use only) - Must be stored in Raw Materials Lab, in a clearly sealed and marked container.
 3. Vanadium (resident artist use only) - Must be stored in Raw Materials Lab, in a clearly sealed and marked container.
 4. Any hazardous materials without prior notification of Ceramics Director and/or Workhouse Arts Center.

Storing of Work

- Each Resident 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 residents are responsible for firing their own work.

1. All Resident Artists must go through training with the Ceramics Director on the use of any firing equipment.
2. The Resident'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 residents could use (share a kiln) others work, in order to fire a full load.
3. The Resident's Glaze ware 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 Resident Artist is responsible for learning to fire the gas kiln.
 - Any certified firing leader can train another Resident Artist.
 - Each Resident Artist is responsible for making arrangements to participate in a firing.

• Gas fees*:	Raku	Electric fees*:	#1	#2	#3	#4
• 1/4 load = 47.50	30.00	1/4 load =	15.00	12.00	9.00	6.00
• 1/2 load = 95.00	Per	1/2 load =	30.00	24.00	18.00	12.00
• Full load=210.00	Firing	Full load=	60.00	48.00	36.00	24.00

*2018/19 prices-Fees for bisque firings are half of above pricing and all fees are subject to change

*Certification process is as follows- Any Resident Artist holding a Masters degree or higher in Ceramics will be considered certified after 2 firings and/or approval from

Ceramics Director. All others must fully participate in **4** firings and approval of Ceramics Director in order to be considered certified. An oral review with the Ceramics Director demonstrating Resident Artist's knowledge with gas kilns is the final requirement for certification.

*Ceramics Resident 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 resident 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-up scheduled for the common and classroom 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 Ceramic 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 resident artist or student assistant complete your task.

Conduct:

- **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 a Resident Artist, you are a representative of the Workhouse Arts Center, as such all Resident Artists must conduct themselves and interact with the public and students in the utmost professional manner. Any Resident Artist unable to abide by this rule will be re-evaluated and if an amiable resolution can not be reached the Workhouse Arts Center 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 Director, another Resident or Associate Artist must do the job of any Resident Artist more than three times in one quarter without prior approval or notice, that Resident Artist will have their credit voucher pro-rated (TBD on a case by case basis).**

The below signed Resident 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 and Ceramics Program.

Resident Artist _____ Date _____

Ceramics Director _____ Date _____