

Workhouse Arts Center

Glass Residency Program: Artist Guidelines

1. Basic Guidelines.

All Glass Resident Artists must adhere to the following guidelines:

- a. Have read and will abide by the Workhouse Artist Procedures and Guidelines Manual and any amendments made to it. Artists will be given prior notice of any changes or amendments by the Visual Arts Director and/or Glass Director.
- b. Required participation as an Area Manager or Assistant (full-time-avg. 4 hours /week) in the Glass Work Study program.
- c. Attend all quarterly Work Study training sessions. Work Study Assistant teams and areas of operation in Glass program are Flame Working Room, Kiln/Cold Working Room, Store, Hot Shop, Gallery, Stain /Fusing and Sand-blasting/Grinding Room. The Glass Director will decide placement of a Resident Artist on a team or as an Area Manager, keeping in mind area of expertise as needed.
- d. Maintain a presence in their studio for at least 18 hours a week (includes 17.5 hours/week as per the Workhouse Artist Procedures and Guidelines Manual). This time also includes required Gallery Watch (one shift per week on avg. or less), presence in your studio, and teaching, fundraising and/or contributory hours towards collective environment and growth of the Glass program.
- e. Help keep the common and break room areas clean!
- f. Maintain and keep your studio neat and clean.
- g. Clean all community equipment and work areas used- thoroughly after each use.
- h. Required attendance at monthly resident meetings with Glass Director (schedule determined by Artists and Glass Director) and fellow resident artists.
- i. Reservation of any equipment (if necessary) will occur at these meetings, as well as any discussion relating to events, procedures/policies, opportunities and issues in program.
- j. All new Resident Artists must go through a thorough orientation with Glass Director on equipment use and Health/Safety rules.
- k. Due to the variety of materials that Resident Artists may be using, all artists are responsible for properly recycling and/or disposing of their own materials.
- l. Notify Glass Director in a timely fashion of any issues with equipment or facility.
- m. Help with installation of an Annual National Glass Exhibit.
- n. Help with fundraising activities for the Glass program.
- o. Provide your own studio furniture, equipment and/or tools.
- p. Classroom materials (glass rods, tubes, frits, etc.) must not be used for personal use without Glass Directors prior approval and/or at a nominal fee.
- q. Credit* (Work Study Area Manager -\$200 and/or Assistant-\$100) in the form of a voucher is given every quarter for work-study contributory hours towards the Glass Program; this credit is good towards your materials use (non-classroom glass, gases, etc.), any kiln firing costs, and Glass classes or workshop(s) only.

**Amount of Credit and time frame (Expiration-6 Months) it can be used is subject to change.*

2. Maintaining building security, safety and harmony.

- a. Do not prop any outside doors open for any reason, *other than doors to outside kiln yard for delivery of material or Flame Working classroom to provide fresh air (if needed).*
- b. Use only the Glass Artist/Student entrance at rear of building to leave or enter the studio building.
- c. Do not leave unsupervised children in the studio.
- d. No non-contractual or non-registered individual may use the equipment in the Glass Program per liability concerns.
- e. Check all doors before leaving building, if last one out.
- f. Turn on (or off, as appropriate) lights when coming and going.

- g. Keep your radio/sound devices set to a reasonable level so that it does not disturb classes or other artists.
- h. **Remember!** Working in a cooperative studio can be a challenge. Everyone is here to learn and grow as individuals and artists, please respect others as you would expect them to do so towards you.

3. Resident Assignments.

Resident Artist – Assistants or Area Manager jobs occur weekly and each area may have one or more artist(s) depending on the area they are assigned to, and may change quarterly. Please make sure that you complete your job/task once a week; each job can usually be completed in 30 minutes or fewer.

- a. Division of Labor:
 - i. ***Kiln/Cold Shop Room Team***— maintains and keeps all tools, kiln furniture, shelves and equipment in Kiln Room and Cold Working Room organized and ready for use.
 - ii. ***Hot Shop Team*** –maintains and keeps all common use glass hot shop materials and equipment organized, clean and ready for use.
 - iii. ***Flame Working Classroom Team*** –maintains and keeps all common use flame room materials and equipment organized, clean and ready for use. This includes torches, mandrels and annealing kilns, etc. Performs monthly maintenance/cleaning of torches.
 - iv. ***Gallery Watch Team***- This team is supervised jointly by the Glass Director and all Resident Artists. They are responsible for sales and signing up for dates/times to watch the front sales gallery of the building.
 - v. ***Supply Store Team*** –Helps to keep all supply store items organized, inventoried and ready for sale. Helps with keeping Supply Store accessible to students, instructors and public. Works with the Glass Director on taking the half year inventory.
 - vi. ***Stained Glass/Fusing (Flat) Classroom Team*** –maintains and keeps all common use equipment (grinders, storage, tools, etc.) organized, clean and ready for use.
 - vii. ***Sand-Blasting/Storage Room Team- TBD in 2014***

4. Resident Glass Artist Material and Equipment Safety and Handling.

- a. Glass Resident artists have full access to equipment in all areas of the Glass Program Flame Working, Stained Glass/Fusing Room, Hot Shop, Cold Shop and Kiln Room(s); however,
 - i. All hazardous materials (i.e. propane (outside) or oxygen) in their studio must have a corresponding Material Safety Data Sheet on file with the Glass Director.
 - ii. All functional items for sale must be food-safe.
 - iii. All Glass Residents must provide their own personal equipment and materials.
 - iv. All Glass artists must wear closed toed shoes outside of their own personal studios. No sandals, open toed shoes or flip-flops are allowed in program areas. I.e.- any work or storage area of building outside of their studios.
 - v. Any program equipment (kilns, molds, saws, lap and table grinders, sanders, sand blasting equipment, etc.) that has not been properly cleaned will result in that person being fined \$10 against their quarterly credit per occurrence. If it happens more than 3 times within one year's time that person will not be able to use the program's equipment again.
 - vi. Periodically check any electrical or gas connections for wear on related equipment used in their studio.
 - vii. All resident artists must pay the program's cost for any materials purchased plus **10*** percent. *Exception made for Oxygen/Propane gasses which will include program's actual cost of-demurrage, delivery and gas itself. * ***Subject to change.***
- b. Glass Residents must mark and appropriately store all materials brought into studio as follows:

- i. Keep them clean
- ii. Label them clearly (name of material and owner)
- iii. Store the materials safely in your studio
- c. The following materials are not allowed in The Workhouse Arts Center Glass Program
 - i. Any materials deemed extremely hazardous without prior notification of Glass Director and/or the Workhouse Arts Center.
- d. Safety in the Flame Working Room or Hot Shop is of the utmost importance.
 - i. All Hot Shop Users and Flame Workers must wear closed toed shoes. No sandals, open toed shoes or flip-flops are allowed.
 - ii. All Hot Shop Users and Flame Workers must wear proper eye protection (i.e. -didymium glasses, 1.5 welding shade or Aur 99 filtration are some examples) when working at the torch or in the Hot Shop.
 - iii. All Hot Shop users and Flame Workers must have long hair tied back, and loose or synthetic clothing shall not be worn. Only natural fiber clothing is appropriate for working with the torch or in the Hot Shop.

5. Storing of Work.

- a. Each Glass Resident Artist is responsible for storing all personal works in progress in their own studio. Temporary use of common areas is allowed with Glass Directors approval.
- b. All personal tools and supplies kept in their own studios.
- c. All finished work must be stored in your own studio or taken home. This does not include works for sale and displayed in the following areas- gallery or hallway display area(s).

6. Firing.

All Glass Residents are responsible for his/her own work.

- a. All Glass Resident Artists must go through a training/orientation with the Glass Director on the proper use and care of any firing equipment.
- b. Please vacuum the kiln(s) when done with your firing and respect common use by others.
- c. Follow all procedures in the kiln room, reserving kilns and filling out the appropriate kiln logs.
- d. Each Glass Resident Artist wishing to use the kilns is responsible for learning to fire the kiln(s) properly.
- e. Any experienced Resident Artist can (if necessary) train another Resident Artist.

Firing Fees*

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|--------------|----------|
| Kiln fees #1 | \$25 |
| Kiln fees #2 | \$17 |
| Kiln fees #3 | \$14/Day |
| Kiln fees #4 | \$8 |
| Kiln fees #5 | \$8 |
| Kiln fees #6 | \$5 |
| Kiln fees #7 | \$5 |

***2018/19 pricing-Fees for firings are subject to change.**

- f. Glass Resident Artist(s) work to be displayed for sale may not be fired in the Student 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 any student kiln firing(s).

7. Quarterly Clean-up.

- a. At the end of every three months (quarter), there is a thorough building clean-up scheduled and a job list is generated to clean the common and operational areas of the Glass building.
- b. Assigned end of quarter jobs in any area of the program will be posted in advance and one week or more is given to complete an assigned task to the Glass Director's satisfaction.

- c. If you are unable to complete any of your assigned job (e.g., on travel, vacation, illness, etc.), please arrange to have a fellow Glass Resident artist or student work-study assistant complete your task.

8. Final Notes.

- a. 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 Glass Gallery, Glass Store, and visit, take classes and tour the facility during scheduled hours of the week.
- b. As a Glass Resident Artist you are a representative of the Workhouse Arts Center, the Glass Program and the Workhouse Arts Center; as such all Resident Artists must conduct themselves and interact with their studio mates, 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 cannot be reached, the Workhouse Arts Center reserves the right to refuse service and rescind any contractual agreement with that artist.
- c. Assigned jobs in the studio are not optional. If the Glass Director or another Resident Artist must do your job 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 Glass Program.

Glass Resident Artist_____

Date_____

Glass Director_____

Date_____