

Workhouse Arts Center Emerging Glass Artist Program
Artist Guidelines

The following policies **must** be followed as an Emerging Glass Artist in the Workhouse Arts Center Glass Program and Facility. Please make sure you adhere to all of them.

1. General

All Emerging Glass Artists must:

- i. 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.
- ii. The Emerging Glass Artist must attend all Quarterly Training Sessions. Assistant teams and areas of operation in program are Kiln/Coldworking room, Hot Shop, Flame Working Room, Supply Store, Flat Room and Sand Blasting Room. The Glass Director decides placement of an Emerging Glass Artist on a team.
- iii. Maintain participation as a full time Assistant in Work-Study program for at least 3-4 hours a week. This time does not include any additional duty(s) as worked out between the Glass Director and Emerging Glass Artist; i.e. help with fundraising activities or required participation in Second Saturday Gallery Watch every month from 6pm-9pm. Contributory hours such as assisting in Work-Study for Glass program are given credit (\$100 voucher) which artist can use towards their material and/or firing costs.
- iv. Pay a monthly studio rental fee of \$200.00 plus any glass materials at cost plus 10%, Hot Shop (if applicable) hours at \$20/hour and program flame and flat room(s) hours of \$3/hour.
- v. Help keep the studio and common areas clean!
- vi. Thoroughly clean all equipment and work areas used after each use.
- vii. Required attendance at Quarterly Work-Study/Training Meetings with Glass Director and Resident Artists. (schedule to be determined by Glass Director)
 - a. Discussions relating to events, procedures/policies, opportunities and issues in program occur at these meetings.
 - b. Emerging Glass Artists are considered non-voting members of Glass program
- viii. All Emerging Glass Artists must go through a thorough orientation with Glass Director or Hot Shop-Area Manager on the proper use of equipment and Health/Safety rules.
 - a. Due to the variety of materials that Resident and Emerging Artists may be using, all artists are responsible for recycling and/or disposing of their own materials.
- ix. Notify Glass Director in a timely fashion of any issues with equipment or facility.
- x. Participate in Second Saturday and yearly fundraising activities.
- xi. Provide your own tools.
- xii. Studio Sales of work is allowable, though all transactions must go through the front gallery. A 30% commission is taken on sales by the Workhouse Arts Foundation.
- xiii. Classroom materials (glass, gases, etc.) must not be used without Glass Directors prior approval and/or a nominal fee charged.
- xiv. Credit (Assistant) of \$100 (plus any additional duties) is given for contributory hours towards the Glass Program; this credit is good towards materials (non-classroom, glass store, gases, etc.) and any Glass kiln firings only.
- xv. Emerging Artists are required to have an end of year discussion/critique with Resident and their fellow Emerging Artists on the body of work created during their year here.

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

2. Maintain building security, safety and harmony.

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

3. Emerging Glass Artists Assignments

Emerging Glass artists are assigned to an area of operation to participate in, as a member of the Glass program. Jobs or tasks in those areas are assigned-one or more per 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.

a. Division of Labor

- i. ***Kiln/Coldworking Room Team***— maintains and keeps all tools, kiln furniture, shelves and equipment in Kiln Room and Coldworking Room organized and ready for use.
- ii. ***Hot Shop Team*** –maintains and keeps all common use glass hot shop materials and equipment organized, clean, safe and ready for use.
- iii. ***Flame Room 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 of torches.
- iv. ***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 and Store Area Manager on taking the half year inventory.
- v. ***Gallery Watch Team***-sign up and perform gallery watch duties 1 day a month on a weekend.
- vi. ***Flat Room (Stained Glass/Fusing)/ Sand-Blasting Room Team***- maintains and keeps all common use flat room materials and equipment (grinders, storage, tools, etc.) organized, clean and ready for use. This includes grinders, sand blaster and wax area, etc. Performs monthly maintenance of grinders.

4. Emerging Glass Artists Material and Equipment Safety and Handling

- a. Emerging Glass Artists have full access to facility and equipment in all areas of the Glass Program-Flame Working, Flat Glass Room (Stained Glass/Fusing), Hot Shop, Coldworking and Kiln Room(s), etc.; however,

- i. All Emerging Glass Artists must provide their own personal equipment (beyond program provided) and materials.
 - ii. Program will provide oxygen access and charge emerging flame workers a monthly use fee.
 - iii. Propane must be provided by Emerging Artist(s) Flame Workers. A stub is provided to hook up to a 20, 30 or 40 lb. tank.
 - iv. Emerging Artists have full access to program kiln room. Artists are advised to plan ahead and coordinate firings with their studio mates.
 - v. All Emerging Glass Artists must pay the program's cost for materials plus 10 percent.
- b. Emerging Glass Artists must mark appropriately 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
- c. The following materials are not allowed in The Workhouse Arts Center Glass Program EVER!
- i. Any materials deemed extremely hazardous without prior notification of Glass Director and/or Workhouse Arts Foundation.
- d. Safety in the Flame Working and Flat Glass Rooms, or Hot Shop is of the utmost importance.
- i. 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.
 - ii. 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 years' time that person will not be able to use the program's equipment again.
 - iii. All Hot Shop Users, Flame and Flat Glass Workers must wear proper eye protection (dydimium glasses, 1.5 welding shade or Aur 99 filtration) when working at the torch or in the Hot Shop.
 - iv. 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

- i. Emerging Glass Artists are responsible for storing all personal works in their own studio.
- ii. All tools and supplies in their own studio.
- iii. All finished works must be stored in their own studio.

6. Firing

All Emerging Glass Artists are responsible for his or her own work.

- a. All Emerging Glass 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 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 Emerging Glass Artist wishing to use the kilns is responsible for learning to fire the kiln(s).

- e. Kiln Usage-Priority is given to classes, resident artists and emerging artists, in that order. All artists are encouraged to reserve kilns in advance in program kiln room, share space and/or reserve kilns in a timely fashion, and through clear communication with their studio mates.
- f. Any experienced Resident Artist can train an Emerging Glass Artist on Kiln Operations.

Firing Fees *2019/20-Firing Fees are subject to change

<u>Kiln</u>	<u>Rate/Day</u>
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

Quarterly Clean-up:

- At the end of every three months (quarter), there is a thorough clean-up scheduled for the common and operational areas of the Glass 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 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 Glass 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 Glass Gallery, visit, take classes and tour the facility during scheduled hours of the week.**
- **As an Emerging Glass Artist, you are a representative of the Workhouse Arts Center and Workhouse Arts Foundation, as such all Emerging Glass Artists must conduct themselves and interact with the public and students in the utmost professional manner. Any Emerging Glass Artist unable to abide by this rule will be re-evaluated and if an amiable resolution cannot be reached, the Workhouse Arts Foundation reserves the right to refuse service and rescind any contractual agreement with that artist.**
- **All artwork created by artists must be original art created by the artists; I.e. no pre-manufactured items bought and slightly modified by artist.**
- **Assigned jobs in the studio are not optional! If the Glass Director, or another Emerging Glass Artist must do the job of any Emerging Glass Artist more than three times in one quarter without prior approval or notice, that Emerging Glass Artist will be required to pay an additional penalty fee (TBD on a case by case basis).**

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

Emerging Glass Artist _____ Date _____

Glass Director _____ Date _____