

Ann Arbor Art Center – Ceramic Studio Winter 2017
Angela Lenhardt, Studio Manager
alenhardt@annarborartcenter.org
734-994-8004
Marc McCay, Studio Tech



Youth Ceramics Studio Policies and Procedures Information Packet

This is your introduction to the Ceramics Studio at the Ann Arbor Art Center. Your teacher will go over some of this information with you, but I encourage you to take it home and read it with your family. We will cover the important things you need to know while you are taking classes with us.

CERAMIC STUDIO STAFF

The Studio Manager and the Studio Tech run the daily operations of the Ceramic Studio. The Studio Manager and Tech work with studio volunteers, instructors and students to make sure a safe, healthy and friendly studio environment is maintained. If you have any questions regarding the studio, firings or classes in general, please contact either your teacher or the studio manager.

PICK UP AND DROP OFF

Students should be escorted into the building at the beginning of each class. Unless the instructor receives a written notice from the parents or guardians, students will not be released to leave on their own. Please discuss with your instructor your pick up and drop off preferences.

CLAY

All clay is provided to youth students for use during your class. We mostly use recycled clay in our youth classes, which is better for the environment and helps keep our class costs down. Clay is not permitted to leave the studio unfired and only projects made at the Art Center will be fired.

INDEPENDENT STUDIO

Independent Studio hours are for Adult Art Center students ONLY. No Independent Studio time is included in youth class registrations, including Thrown Together. Children are not permitted in the studio during Independent Studio sessions.

STUDIO STORAGE:

The ceramics studio has a limited amount of storage space available for each student. All students must store their work in the space assigned to their class. Work left out after class may be recycled, if it cannot be identified. The Ann Arbor Art Center is not responsible for personal belongings left in the studio.

STUDIO SAFETY

- Do not prop open any studio doors. It is violation of building fire code.
- Do not prop open the exterior doors. Propping doors leaves yourself and the art center vulnerable to intruders. If you need to use this door after hours it has a doorbell that can be heard within the studios and be safe exiting the building at night.

- Do not attempt to use equipment you have not been trained on.
- Do not touch kilns. Only employees of the Art Center are allowed to load, unload or operate the kilns.
- Students should not be in the basement unattended. If you require clay or other materials your instructor must be with you.
- First Aid kits are available in the gray cabinet in Studio 1 or at the Gallery Shop desk.
- Children should not be unattended in the studio or kiln room at ANY TIME
- **Do your part to prevent airborne clay dust:**
 - Clay and glazes contain materials that can be harmful if inhaled
 - Do not sand or stir up dry clay dust in studios. NO BROOMS!
 - Use wet sponges or rags to clean surfaces

FIRING PROCEDURES:

- Please follow glaze firing procedures located in Studio 1
- Students are responsible for placing their work on the appropriate shelves in order to be fired
 - Place work toward back of shelves so they won't need to be moved
 - DO NOT touch anyone else's work to prevent accidents. Ask for assistance if room is needed.
- Sign every piece CLEARLY on the bottom to prevent confusion. Be sure to use the correct class code to help sort work after firing.
 - DO NOT take work that is not yours, if unsure ask your instructor for assistance
 - The Ann Arbor Art Center is not responsible for lost or stolen work
- Each piece must pass a set of standards in order to be fired.
 - The studio manager and tech reserve the right to reject work that is unsuitable for firing.
 - Greenware will not be fired if it has not properly dried – consider it may take several days to several weeks to dry depending on the thickness of the piece.
 - Pieces with too much glaze or a bad glaze combination will not be fired
 - Consult your instructor if unsure if your piece meets any of these standards
- **DO NOT touch the kilns**

PICK-UP OF WORK:

- Allow for at least two weeks after the last day of class before picking up finished work.
- You will receive an email verifying that the work has been fired.
- Work can be picked up during regular Art Center business hours. Ask at the front desk for assistance in picking up work.

ANN ARBOR ART CENTER MEMBERSHIP BENEFITS:

- An Ann Arbor Art Center Membership can be purchased on our website, through the Gallery Shop or through the Registrar
- Benefits for students include but are not limited to:
 - Exclusive members events
 - Early bird registration for classes

Have a great, creative, and productive term!!!
The Staff and Instructors of the
Ann Arbor Art Center