

Ann Arbor Art Center – Ceramic Studio Winter 2020

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Ceramics Studio Policies and Procedures Information Packet

The following information is provided for all 8-10 week class participants to understand the Ceramics Studio operations and procedures. We welcome your comments and suggestions as a means of helping us to continually respond to the interests and needs of our program participants. Classes and studio time are offered through the Ann Arbor Art Center to provide instruction and encourage enthusiasm in the ceramic process. The Ceramics Studio is a multi-purpose facility used for adult classes, youth classes, camps and special workshops. The Ceramics Studio at the Ann Arbor Art Center is intended to be a community work space for beginning to advanced students. Participants looking to create a large volume of work or “production work” must meet with the Studio Manager to discuss firing and storage capabilities.

CERAMIC STUDIO STAFF

The Studio Manager and the Studio Tech run the daily operations of the Ceramic Studio. The Studio Manager and Tech work in conjunction with studio volunteers, instructors and students to make sure a safe, healthy and friendly studio environment is maintained. Studio volunteers (Monitors) assist the manager in overseeing Independent Studio hours. Please note, Monitors can answer basic questions about the studio, they are not meant to instruct.

COMMUNICATION

Please E-mail the Clay Studio Manager with questions. Information regarding scheduling, a change in procedures or other studio information will be posted on the bulletin boards in both studios. Notices are also sent out via the e-mail address provided at registration. In the event that a class is cancelled, students will be emailed and called. Be sure to check periodically for emails and postings.

STUDIO SAFETY

- Do not attempt to use equipment you have not been trained on. This includes, but is not limited to pottery wheels, the spray booth, the slab-roller and the extruder.
- 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. If you require clay check with your instructor. Independent Studio participants should seek out a monitor, the Studio Manager or Tech.
- First Aid kits are available in the grey cupboard in Studio 1 or at the Gallery Shop desk.
- Do not prop open any studio doors. It is violation of building fire code.
- Do not prop open the exterior back door (the “Purple Door”). Propping open the “Purple Door” leaves yourself and the Art Center vulnerable to intruders.
- If you need entry to the ceramics studios pre hours/after hours please use the “Purple Door”. It has a doorbell that can be heard within the studios.
- Visitors to the studio, especially children, should not be left unattended at ANY TIME.

- **PLEASE Do your part to prevent airborne dust:**
 - Clay and glazes contain materials that can be harmful if inhaled
 - If you absolutely need to sand a piece of ceramic please do so outside or within the spray booth and wear a dust mask
 - Do not sand or stir up dry clay dust in studios. NO BROOMS!
 - **Use wet sponges** or rags for clean up

CLEAN UP

This is a shared community studio. 120+ people with 6 different kinds of clays. Please clean up after yourself. **If you Use it - Clean It!**

- **Throwing Bucket** - Clean with large sponge, no clay in the corners! - Quick rinse and wipe down with running water
- **Wheel Splash Pan** - Clean with large sponge, no clay in the corners! - Quick rinse and wipe down with running water
- **Wheel head and side of wheel head** - 3 times over with a **CLEAN** sponge each time
- **Wheel Body** - Please!! clean **ALL** parts - 3 times over with a **CLEAN** sponge each time
- **Shelf and Wall** (in front of your wheel) - Wipe down with **CLEAN** sponge
- **Wedging Table** - Pick up scraps and wipe down your area with sponge
- **Work Table** - Wipe down with **CLEAN** sponge
- **Back Counter** - Wipe down with **CLEAN** sponge
- **BATS CLEAN ALL 6 SIDES!**
- **Bat-Holder** - Clean in sink bucket first - Quick rinse with running water
- **Floor** - Mop any wet clay/water, pick up any dry clay scraps
- Please **CLEAN** your clean up sponge when done

CLAY

Only clay purchased at/from the Art Center may be used in our studio. No outside clay is Allowed.

- Each student enrolled in a full term course receives one(1), 25lb. bag of clay. Clay for Independent Studio or additional clay must be purchased from the front desk. Prices and availability vary.
- Clay choice for classes will be determined by the Studio Manager and Director of Education based on availability and pricing. Our selection is subject to change depending on availability.
- Clay that is being stored in the studio must be in your labeled class bin, on the shelf just above the class bin, or on your personal class shelf if needed.
- **Your clay is your responsibility!** Please label your bag, make sure your bag is sealed tightly and do not leave your clay out. The Art Center will not be responsible for replacing lost or dried out clay. **Clay must be removed from bins at the end of each term.**

STUDIO STORAGE

The ceramics studio has a limited amount of storage space available for each student and Independent studio participants. Allotments may change term to term based on number of enrolled participants and the needs of the studio.

- **Clay may be stored in bins** (one assigned to each class) or on your shelf.
- **Each student will be assigned a shelf** at the beginning of term. Shelves are arranged by class.
- Overflow onto other shelves or common use spaces is at the discretion of the Studio Manager. **If you require extra or unique storage space please contact the Studio Manager, Tech or Instructor prior to leaving work.**

- **Label (name/date) all work not in your assigned space.** The Studio Manager and Tech reserve the right to remove projects not on assigned shelves.
- **Shelves must be cleaned off by the posted dates at the end of each term.** Registered returning students may leave their work, but shelves may change due to class needs.
- The Ann Arbor Art Center is not responsible for personal belongings left in the studio.
- Once a year, usually at the end of summer term, the studio is emptied to thoroughly clean.
ALL WORK MUST BE REMOVED FOR THE YEARLY DEEP CLEAN!

INDEPENDENT STUDIO HOURS

Independent Studio hours are provided when classes are not in session and are designed to give registered students an opportunity to work and increase their skill. From term to term the total number of hours may vary depending on the length of the term.

- Independent Studio hours are for Adult Art Center students **ONLY!**
- **Enrollment** in an 8-10 week course **includes 26 hours of Independent studio time.** Classes which meet less than 8 weeks will not have Independent Studio time.
- You may only use the studio during posted times. Times are posted online and in the studio.
- **You must sign in and out when using Independent studio.** Failure to sign out will result in us recording your exit time as the end of Independent Studio.
- Studio equipment such as wheels are limited and available on a first come first served basis.
- Additional hours can be purchased in 26 or 12 hour passes.
- **Students must be cleaned up and out by posted times! Please do your part to leave the studio cleaner than you found it.**
- **PLEASE NOTE** - Independent Studio hours expire at the end of each term. No refunds of any kind will be issued for Independent Studio purchases regardless of the reason. Unused hours cannot be carried over.

FIRING PROCEDURES

- Kilns are fired according to the needs of the entire studio.
- Kilns fire by **Fit and date.**
 - Kilns will be fired when there is enough work to fill a kiln.
 - Requests will be considered, but it is the prerogative of the Studio Manager and Tech to determine the kiln loading and firing.
 - **Greenware will not be fired if it has not completely dried** – consider it may take several days to several weeks to dry depending on the thickness of the piece.
- **Sign every piece** CLEARLY on the bottom to prevent confusion.
 - Keep a record of your work with drawings, notes or photos
 - 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.
- Students are responsible for placing their work on the appropriate shelves in order to be fired
 - Place work toward the back of shelves so they won't need to be moved.
 - **PLEASE DO NOT** touch anyone else's work to prevent accidents. Ask for assistance if room is needed.
 - Please pick up work once fired, space is limited.

Glazing

- **Please follow glazing procedures** located in Studio 1
- **Commercially prepared glazes and underglazes purchased by students must be approved by the instructor, the Studio Manager or Tech prior to submission for firing**

- Pieces submitted for refiring may not be fired unless space is available in the kilns.
- 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. **Rejected work will be left on the cart in the middle of the kiln room with an explanation of why it was not fired.**
 - Pieces with too much glaze or a bad glaze combination will not be fired.
 - Any piece submitted for firing which exceeds 18 inches in height will be charged an additional firing fee of \$10 per piece.
 - Consult your instructor if unsure if your piece meets any of these standards.
- **Dates for Last Wet Work/Construction/Last Glaze Day/ETC... are posted in the studio.** Work placed in the kiln room after these dates is not guaranteed to be finished before the beginning of the next term.

PICK-UP OF WORK

- Allow for at least two weeks after the last day of Independent studio before picking up finished work.
- Work can be picked up during regular Art Center business hours. If a class or camp is in session, please return after they finish to pick up work. (typically around 6:00pm)

WITHDRAWAL AND REFUNDS

- Please note that for all classes and workshops 10% of tuition is a non-refundable deposit in cases of withdrawal.
- In order to request a withdrawal from a class or workshop, students must contact the Education Registrar by phone or email at least 5 days before the first class meeting. Students who request a withdrawal at least 5 days prior to the first meeting will receive a 90% tuition refund. Students withdrawing fewer than 5 days from the first day of class are not eligible for a refund.
- **Missed Classes** Please note we are unable to provide make-up opportunities, prorate or provide refunds for missed classes due to personal scheduling conflicts.

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 Member events.
 - Early bird registration for classes.

Enjoy your experience in our Studio!
 The Staff and Instructors of the
 Ann Arbor Art Center

