INDEPENDENT JEWELRY STUDIO INFORMATION

SUMMER TERM 2026 HOURS

SATURDAY JUNE 27 – SUNDAY SEPTEMBER 6

Mondays.....10:00am – 2:00pm
Thursdays.....2:00pm – 6:00pm
Fridays.....12:00pm – 4:00pm
Saturdays.....1:00pm – 5:00pm
Sundays.....1:00pm – 5:00pm

THERE IS **NO INDEPENDENT STUDIO** THE FOLLOWING DATES:

July 3 - July 5 due to the Holiday
July 16 - July 18 due to Art Fair
July 20 - July 24 due to Teen Camp
August 14 - August 15 due to an A2AC rental.

GENERAL INFORMATION

Independent Studio hours are provided when classes are not in session and are designed to give registered Art Center students an opportunity to practice and develop their skills. These hours are available to students who have either registered for Independent Studio: Jewelry | 30 Hour Pass, or to students who are currently enrolled in a jewelry class that includes Independent Studio Hours.

ANN ARBOR ART CENTER

117 W Liberty St
Ann Arbor, MI 48104
P: 734.994.8004

STUDIO CONTACT

A2AC Jewelry: Studio 303
Jewelry Studio Manager | Tristan Surre
E: education@annarborartcenter.org
P: 734.926.4131

STUDIO EXPECTATIONS

- Independent Studio participants must sign in and out when utilizing Independent Studio. Failure to sign out will result in your exit time being recorded as the time Independent Studio hours end.
- **Monitors can answer basic questions about the studio. They are not responsible for instructing or providing missed information from an unattended class.**
- Independent Studio participants must clean their work space and put tools away before leaving the studio.
- The jewelry studio may only be used during posted times. Studio hours are posted online and in the jewelry studio.
- There is a maximum of 12 students permitted in the jewelry studio at any given time. If the studio is at max capacity, you may try returning at a different time.
- **Studio Monitors have the right to ask participants to stop using a piece of equipment if they observe it being used incorrectly. Please consult your instructor during class if you require assistance.**
- Studio Monitors have the right to ask participants to leave at any time for violating Studio Expectations.
- Studio Monitors have the right to ask participants to leave at any time for repeated safety violations.

STUDIO SAFETY

- A **First Aid Kit** is available in the white box on the wall to the right of the main studio door. Any serious injuries require an Incident Report to be filled out and an Ed Staff Member to be contacted.
- The **fire extinguisher** is located below the first aid kit on the wall to the right of the main studio door.
- **Children are not permitted in the studio** at any time. Individuals with children will be asked to come back another time.
- **Closed toed-shoes** must be worn at all times in the studio.
- **Long hair must be tied back**— hair ties are located on the tool wall.
- **Loose fitting clothes are not permitted** in the studio; this includes scarves, loose sweaters, large jackets, etc. There is a coat rack with hangers in the hallway for participants to store their belongings safely during open studio.
- **Safety glasses must be worn** when using the flex shafts or the polishing/buffing machine— safety glasses are located in the upper cabinet to the right of the sink.

STUDIO STORAGE

The Jewelry Studio has a limited amount of storage space. Please do not leave any materials in the Jewelry Studio unless directed by the instructor.

If you notice someone has left something behind, please place it in the Lost and Found bin on top of the Instructor Cabinet.

STUDIO CLEANUP

The following procedures should be completed by each Independent Studio participant before leaving the Jewelry Studio:

- Put tools away in their designated location after use.
- Discard any scraps from your workplace.
- Wipe down any surfaces that you used and check the floor below your work space for debris.
- Use water to fully extinguish any charcoal used. Empty all water trays.
- Push in your stool.
- If a tool or equipment is damaged or broken, please take photos and email them to `education@annarborartcenter.org` .

The following communal cleaning tasks are delegated to the participants at the end of each Independent Studio session and class by the Studio Monitor or Instructor:

- Sweep the floors and rinse out the sink.
- Return all soldering materials to their appropriate station.

ADDITIONAL INFORMATION

The A2AC reserves the right to update, alter, or cancel Independent Studio hours, policies, or procedures at any time for any reason.

Independent Studio hours are subject to monitor availability.

In the event that Independent Studio hours are canceled, students will be notified via email.

The A2AC does not provide make-up hours or proration for unused Independent Studio hours, canceled hours due to inclement weather, studio monitor availability, or any other reason.

COMMUNICATION

Information regarding open studio schedule updates, cancellations, a change in procedures, class policies, or other important studio information will be emailed to jewelry students via the email address provided upon class registration.

The A2AC makes every effort to reach students via email. **Students are responsible for regularly checking their spam, promotions, or junk-mail folders to avoid missing important notifications from the A2AC.**

To avoid missing important communications, we encourage students to set-up email alerts from `education@annarborartcenter.org` on their cell phones through their notification settings.

Please contact the A2AC Education Team with questions, concerns, or to update your contact information.

JEWELRY STUDIO MONITORS, INSTRUCTORS & STAFF

The Studio Manager runs the daily operations of the Jewelry Studio and works in conjunction with instructors and students to ensure that a safe, healthy, and friendly studio environment is maintained. Studio volunteers (Monitors) assist the Studio Manager in facilitating Independent Studio hours.

Instructors are available during class time and are able to provide their contact information to students at their discretion. If you need to get in touch with your instructor outside of class time, please contact an A2AC Education Staff Member and we will do our best to assist you.

Monitors can answer basic questions about the studio, they are not meant to instruct or provide missed information from unattended classes.

If you are interested in becoming a jewelry studio monitor, please contact the Jewelry Studio Manager, Tristan Surre, at `education@annarborartcenter.org`. Students must take **at least three** jewelry classes at the A2AC to be eligible to become a monitor.

Thank you for supporting the A2AC Jewelry Studio!