

The Bascom: A Center for the Visual Arts

Bascom Clay Artists Open Studio Member Agreement of Rights and Responsibilities

Open Studio is an opportunity for artists to purchase time in the Dave Drake studio to work independently on ceramic projects. The Open Studio Members are a community of artists of varying levels of experience. As an Open Studio Member, you have certain rights and responsibilities to ensure that the community experience is positive for all students. The studio provides clay, glaze, and firings for members and is open 7 days a week, closed only for special occasions such as workshops or events. Must be a Bascom member to participate.

As a paid open studio member your rights (at no additional cost) include:

- Use of space in the studio for working independently when studio is open and no workshops are in session
- Use of studio equipment including wheels, tools, tables, slab rollers and other community equipment
- Use of studio glazes that are premixed
- Having your work fired to bisque and fired for glazing in the electric kilns (cone 6) when space in the appropriate kiln is available. The fee for firing in the gas kiln is \$20 a shelf up and \$40 for the Soda kiln and up to 12 inches in either direction. Pieces taller or wider will be charged accordingly. Fees must be paid before firing.
- Use of ONE assigned shelf space for storage
- Advance notice of classes
- Invite to Three Potter's Reception
- 7 day access during normal operating hours (exception when a workshop is scheduled or the studio is closed)
- Free demos (one-on-one instruction requires registering for an art by appointment)
- Days are consecutive.
- Access to scholarships for workshops and classes

*6 month Membership Includes:

- Bascom Name Tag
- Discount price booth fee
- Discount price RAS (registration required)
- Invited to Bascom Clay Symposium Reception
- Work made at home can be fired in studio kilns
- Separate fee for firing work in Soda Kiln \$40 per shelf – measured by size

*Year Memberships Includes:

- Bascom Membership (\$100 value)
 - NARM card
 - One-time 10% discount in our retail space
 - Discounts on classes not already included in your Open Studio Package.
- Bascom Name Tag
- Bascom Apron
- Resident Artist Series (pre-registration required) does not include Short Term Resident Class
- Invited to Bascom Clay Symposium Reception.
- Work made at home can be fired in studio kilns
- 1, 25 lb bag of clay
- No booth fees for annual pottery shows
- No fee for firing in Gas kiln (separate fee for firing work in Soda Kiln \$40 per shelf – measured by size). Potential to be a studio asst for a workshop with more than 8 students (preregister)

As a paid Open Studio member you agree to:

- Respect everyone's personal space and do not disturb people while they are working.
- Do not touch other people's work or tools without permission from that person. Permission one day does not equal permission another time.
- Become and maintain a Bascom Membership
- Sign in every time you come to the studio to work
- Purchase clay through the studio for any project using studio time, supplies and kiln. Clay cost is not included in Open Studio fees. Clay Cost is \$30 a bag. \$25 for pug clay when available.
- Outside clay is not permitted unless it has been approved and the \$20 fee per \$25 lb bag of clay has been paid.
- Obtain approval from Studio Director before using any purchased glazes or solutions in the studio or kilns
- Monitor your work through the various processes of drying, including moving work to the appropriate location for each process and removing work when completed
- Return any and all work space to clean conditions. This includes any area that you personally used such as the wheel, sink area, wedging table and glazing areas.
- Replace any community tools, molds, and ware boards to appropriate locations in clean condition.
- Maintain personal shelf in an orderly and neat fashion
- Be mindful of all other open studio members and guests to allow everyone to experience a pleasant creative environment
- Clean up each day at 4:30 (Studio closes promptly at 5 unless otherwise stated).

Other Information pertaining to Open Studio, Workshops, and Pottery Shows:

- Full payment and online is the modality for securing a spot in a workshop.
- 1 day a month the studio will be closed for cleaning.
- Weekly jobs/chores for studio members. Each studio member is asked to sign up for one or two jobs to complete when participating in Open Studio.
- No studio tools are allowed to leave the studio. Donations for studio tools or equipment are always welcome.
- Please do not borrow Frank's tools. Some have gone missing and I think it is best practice to have your own tools.
- Inform studio staff of any broken equipment or damaged pots.
- Exercise good judgment when using studio materials. Please do not waste or overuse.
- Signs will be posted in the studio and bathroom with the schedule and rules. Please review.
- Bisque racks and Glaze racks will be kept in the kiln barn and under the studio terrace. If the kiln barn is locked, leave your piece on your shelf or leave it on the in-process rack in the studio. It is each studio member's job to walk their piece out to the kiln barn and place it on the correct rack.
- A schedule of firings and days will be displayed in the studio. Bisque Kilns will be loaded on Fridays. Cone 6 Glaze Firings will be loaded on Tuesday and Thursday. Cone 10 Gas Kiln will only be loaded when enough work is glazed and ready. (2 full racks minimum). The fee for firing in the gas kiln is \$20 a shelf up to 12 inches in either direction. Pieces taller or wider will be charged accordingly. Fees must be paid before firing.
- Please take home finished work as soon as possible.
- Please retrieve bisque ware after first firing and do not let it sit on the Bisque Shelf. Left over pieces will be discarded after each season.
- Point person for Open Studio Coverage in the event Frank is out. A list of approved studio members who are trained to close the studio, take payments, etc. If you would like to be on this list, please let me know.
- Your deadline is not the studio deadline. Plan ahead and accordingly. Works made for the studio sales or when the artist is leaving town and other deadlines need to be ready for the final glaze firing at least 2 weeks ahead. Rushed deadlines will require an additional fee.
- Kilns can be rented for personal projects or for works intended to be sold outside of the studio or for deadlines that do not meet the studio firing schedule. Small Kiln \$75, medium kiln \$100 and large kiln \$125. Gas kiln can be rented for \$500.
- There are a number of events where members are invited to participate, including 2 annual pottery shows, Dahlia Festival, annual Craft Show (through studio) and other Bascom events where pottery can be sold. You are advised to create an inventory sheet for your own records. We are transitioning to a SKU code and scanner system so pricing labels will be printed in the studio by studio members. Please see Studio Director before using.
- No extension for days missed or nonuse unless a workshop or other event is scheduled and causes studio to be closed.
- Time cannot be gifted to another individual.

- Raku firing cost is \$100 per firing, 3-4 pieces depending on size per firing segment. Must have trashcans or containers suitable for pieces, approved by the Studio Director.
- No Open Studio or glazing during workshops, Resident Artist Series, Pottery Shows, and other classes.
- All studio members are asked to make 10-20 Empty Bowls. All bowls are donated to the empty Bowl Soup Event. We donate 500 bowls total.
- Students, residents, instructors, guests will be assessed additional charges for damage to studio equipment, kilns, or other members work.
- Photo booth for documenting work
- When volunteers cover the studio, the studio opens at 10 am and closes at 4 pm.
- Booth fee for pottery shows is \$50 for entry, unless membership level dictates otherwise.
- Studio members cannot join the sale the week of the show. Labels and pieces must be ready the week before the show takes place.
- Talking on your cell phone in the studio not permitted. Please take your conversation outside.
- Additional fees may be assessed for special firings or multiple firings of work.

Studio membership is a privilege. The Bascom is not responsible for refunding or pro-rating any membership fees resulting from termination. Membership can be terminated for violation of any of the following:

- Repeatedly breaking rules even after being warned by Studio administration
- Disrespectful behavior towards studio members, guests, or Bascom staff.
- Failure to pay studio fees
- Unauthorized entry into studio including after hours or when studio is closed
- Damaging equipment or other members' work without proper notification to Studio administration

Things to think about:

Upon arriving at the Dave Drake Studio, please sign in and if you are daily member, please number the days you come in according to how many you have remaining.

Working in the studio constitutes time spent in the studio or around the studio in the amount of 30 minutes or more where you are actively checking on your pieces, using the grinder when picking up glazed ware, moving pieces to the various ware racks, preparing clay or other for your next studio day.

Cleaning your work space at the end of the day is important. We need to be especially mindful of keeping the surfaces clean of red clay, and for that matter all clays. Wiping the table, chair, stool, wheel etc, but also ware boards. Ware boards need to be wiped clean after each use. Also, ware boards used to move green ware pieces to the racks is a good idea, but don't leave the ware board on the rack – put it back where it goes.