



## Ceramics Studio Policies

SBMA's Ceramic studio is a community space.

SBMA is committed to facilitating a collaborative, community-centered educational space for ceramic artists of all experience levels. We are committed to offering an array of artistically rich classes with unique teaching styles and aesthetics while maintaining a high standard of craftsmanship and artistry through the guidance of our teaching artists.

As a community studio space, SBMA relies upon a shared understanding with the students to keep the space functional and accessible. The following policies keep the studio equipment in good repair and the space functioning smoothly, thus fostering creativity and community.

### Kiln Loading/ Unloading

Bisque firings typically occur on Fridays. The kiln is unloaded the following Monday. The ceramics studio will be closed to students Mondays until 4PM. On other days, if the gate to the kiln room is closed, please do not open it; You may place your piece on the tables across from the kiln room. The kiln is to be loaded and unloaded by the Ceramics Studio Specialist. Students may not help load/unload/fire the kilns.

PLEASE NOTE: it is the student's responsibility to clean off the bottom of your piece (and wash it) before placing your piece in the firing area. You may incur a bill if your piece was not properly prepared for firing and causes damage to the kiln shelves. Please contact your instructor if you need help with this step.

### Large Projects

We define a large project as any piece of work that is larger than 12" x 12" x 12".

- An additional \$25 for each 12" over the limit will be charged to you before firing is scheduled.
- If your piece will take up the space of ½ of a kiln, we charge \$100 prior to scheduling your piece.
- If your work takes up the entire gas kiln, we charge \$200 prior to scheduling the firing of your piece.

### Kiln Safety

The kilns get very very hot (around 2500 degrees) and will burn you if you touch the outside of the kiln. Therefore, when the kiln is running, please do not cross the red line on the floor. We are not responsible for injuries if the safety policies we have in place were not followed.

### Shelves

Shelves are labeled by *greenware* or *high fire*, please place your ceramic piece on the appropriate shelf to avoid improper firing resulting in broken or damaged works. Students

currently enrolled in either a ceramic class or open studio receive a shelf to set their pieces/tools. If you are not registered for an open studio or class, please clean off your shelf to allow room for registered students - to avoid losing work left behind after a session. It is very important to clean your shelf off after each session is concluded, once a new session starts you will be able to claim a shelf space for yourself.

At this time, we are able to provide overflow shelves to use temporarily if you have exhausted all of your shelf space; If you need to utilize the overflow shelves, please label your name and the date. Overflow shelving should be used temporarily (1 week max). You may purchase an extra shelf for each session if you require additional room for \$75.

### Clean Up

This is a shared studio and must be cared for and maintained by all users. Each studio user is required to clean up any area they utilize. This includes cleaning the wedging tables, the plaster boards for reclaim, community tools, and working tables. Students should clean the wheel and mop the area around the wheel if there is an excess of clay residue left behind. Please only use a wet mop to ensure dust is not stirred into the air. Cleaning the studio minimizes dust in the air and maintains a safe and healthy working space for continued use by our community. Instructors must clean up after their students if any clean up step was missed.

### Punch Cards

Punch cards are discontinued as of Summer 2022. Punch cards may be used at any time we have open studio access but are intended to be used to *work in the studio* (glazing, building, or detailing) in order to complete works created during a class or open studio. Punch cards may not be used to drop off work created outside of the studio for firing.

### Firing Work Created Offsite

Due to increased production in our ceramics studio we are increasing our studio standards, and are unable to fire student work created outside of our classes/open studios. All work fired at the SBMA must be created in our studios with our materials to ensure our high studio standards and equal access to our studio's resources.

### Refiring/Reglazing

Refiring and reglazing must be approved by the Ceramic Studio Specialist - who has been appointed by the SBMA to ensure a smooth, fair, and effective use of our community studio. Typically, reglazing and refiring will not be allowed, as it could cause further damage to the piece, damage the kiln/kiln shelves, and or damage other students' work. The Ceramic Studio Specialist determines the best solution for the needs of the entire studio.

### Open Studio

Open studio is available for ages 16+. For children younger than 16, you must be accompanied by a parent or guardian and meet with the Ceramic Studio Specialist prior to coming in for Open Studio.

### Bags of Clay

Only clay purchased from the SBMA can be used in the kilns in the ceramics studio. Clay can be purchased from an instructor or our Ceramic Studio Specialist. Class registrations and Open Studio Passes will receive one bag of clay per open studio pass per session. Open Studio hours may change at any time to meet the needs of the SBMA and upkeep of the studio. Students registered for a class will receive one bag of clay.

### Studio Concerns/Special Requests

Please communicate your requests/concerns with your instructor. For open Studio users, please communicate with the Ceramic Studio Specialist. Faculty will complete a form to communicate any needs related to glazes, equipment use, special requests by students, or any other questions related to our studio. Our Ceramic Studio Specialist will follow up as appropriate with an email outlining a plan-of-action and an estimated date of completion, if applicable.

Please keep in mind that any concerns a student may have pertaining to the museum, our studios, etc. should immediately be communicated to Katie Neece, Studio Programs Manager, via email. Following this protocol will allow the Education Department to best address those concerns in a documented and organized format. Thank you for your cooperation with this new practice.

### Studio Leadership

**Megan Archer** - Ceramic Studio Specialist, [archerm@southbendart.org](mailto:archerm@southbendart.org)

*Please contact Megan with any questions or concerns regarding the studio.*

**Katie Neece** - Assoc. Curator of Education and Studio Programs, [neecek@southbendart.org](mailto:neecek@southbendart.org)

*Please contact Katie with any questions or concerns regarding the class schedule.*