

WINTER 2012
STUDENT GUIDE

Please read this important student information
during the first night of class.

Northern Clay Center | 2424 Franklin Avenue East | Minneapolis, Minnesota 55406
(T) 612.339.8007 | Dustin Yager, Education Manager, ext 314
education@northernclaycenter.org

www.northernclaycenter.org
www.facebook.com/northernclaycenter
@nckilnupdates

WELCOME TO NORTHERN CLAY CENTER

Northern Clay Center's mission is the advancement of the ceramic arts. Our education program includes classes and workshops for adults, children, amateurs, and professional artists. The information in this guide will help all students have an enjoyable and productive experience at Northern Clay Center.

Making Work

WET WORK

You may make new work except during the last 2 weeks of class. During the next-to-last class you may only trim and work with leatherhard clay; all pieces must be on the greenware cart by the end of this class period. The final class is for glazing only; all pieces must be on the glaze carts by the end of this class period. Specific dates will be posted in each studio.

- All work must be made at Northern Clay Center.
- Production work is not allowed. You will be charged extra if your work occupies a large volume of kiln space.
- Carefully sign all your work or it may not be fired.

GLAZING

All high-fire glazes are located in two glazing bays in the center of the building. Low-fire glazes are in Studio C. Please check with your instructor if you have questions about which glazes to use.

- **GLAZE EARLY AND GLAZE OFTEN.** Begin glazing work by about the fourth week of class to learn from your results and ensure a steady flow of work throughout the semester.
- Glazing must be completed by your last class meeting. If you glaze beyond that date, your work will not be fired. **NO EXCEPTIONS!**
- If glaze is too close to or on the bottom of a pot, it will be placed on the "Whoops" shelf. If you find one of your pots there, clean up the bottom and put it back on the glazeware rack.
- You may not bring in outside glazes or other materials with the exception of Amaco Velvet Underglazes, which may be purchased at Continental Clay Company. If you plan on using these materials please contact either Pete Scherzer or Dustin Yager prior to their use.

FIRING

- Place your work on the correct shelf to make sure it is properly fired in a timely manner. Separate shelves are clearly marked for bisque and glaze firing.
- Glazed earthenware must never be placed with objects to be fired to cone 10 (it will melt).
- Bisque firings are done continuously. Glaze firings are done when there is enough work to fill a kiln.
- Check the racks next to the glaze bays for finished bisque and high-fire glazeware. Finished earthenware is placed on the racks in Studio C.
- Many factors can delay the firing or unloading of a kiln. Please keep this in mind when waiting for your work.
- Cracked or broken pieces will not be fired.

FIRED GLAZE WORK

- Fired glaze work is held for four weeks after the end of the quarter. The cut-off date is posted on the student bulletin board. Any work left at the Clay Center beyond that date will be discarded.
- **Take your work, tools, and leftover clay home with you on your last day of class, even if you are returning the next quarter. Items left on shelves and wareracks will be discarded.**

OPEN STUDIO HOURS

Students may use the Clay Center's facility and equipment outside of class during posted open studio hours. **Only adult students currently enrolled in classes may use open studio hours.** Children, friends of students, and pets are not allowed in the classrooms during open studio hours. Open studio hours do not extend past our regular quarterly schedule. **For safety purposes, the classroom entrance will be locked at 8:30 pm (10:30 pm on Thursdays). Please arrive for open studio before this time.**

Open Studio hours can change on short notice. It is your responsibility to check the website for changes. There is monitored open studio on Thursday and Friday nights, and Saturday and Sunday mornings, afternoons and evenings.

Cleanup Procedures

It is very important to keep the classrooms and glaze areas clean. Dust created by clay and glaze left on the floors and tables can cause health problems with prolonged exposure. Please make sure you clean up your trimmings and spills before they become dust.

Here are some general cleanup guidelines:

- **Clay should NEVER be discarded in the sink.** Pour off water and put heavy slip in the large reclaim buckets. Reclaim must be separated by high fire and low fire clays – if you are unsure, please ask a teacher or monitor.
- Thoroughly clean wheels, splash pans, tables, and bats after each use. **Do not leave work on tables.** Ask your instructor if you need help moving your work

- Scrape and clean wedging and plaster tables after using them.
- Return glazes to their proper places and clean glaze counter after you are done. Glaze should only be disposed of in properly labeled sinks.
- Return tools to their proper places.

Other Information

BUILDING INFORMATION

- Our facility is handicapped accessible.
- Northern Clay Center bans guns in these premises.
- Lock up your personal belongings.
- Report any problems/concerns immediately.
- Bathrooms are in the hallway near the classroom entrance and near the entrance to the sales gallery. Clean up after yourself!
- A phone is on the other side of the kiln room; dial "9" to get an outside line. Call 911 in an emergency.
- Notices for students are posted on a bulletin board in the hallway near the classroom entrance. It is your responsibility to check this board for important student information.

STUDIO ATTIRE

Students should wear closed toe shoes in the studios at all times. Persons in shoes that are inappropriate for operating studio equipment, or that may pose a hazard to others, will be asked to change.

EVALUATIONS

Class evaluation forms are distributed via email at the end of each quarter. If you wish to complete a paper evaluation, please see Dustin Yager at the end of the quarter. We rely on these for guidance in designing our classes and selecting faculty, so please share any suggestions or concerns you may have.

EXHIBITIONS AND SALES GALLERIES

New exhibitions open in NCC's galleries every two months and students are encouraged to attend the free opening receptions. Our sales gallery features work by selected regional and national artists. Both are open T,W,F,S from 10 am to 6 pm; Th from 10 am to 7 pm; and Su from 12 to 4 pm. Galleries are closed on Mondays.

MEMBERSHIP

Members of Northern Clay Center receive discounts on classes, workshops, and some shop purchases. Please contact our staff if you are interested in becoming an NCC member.

TRANSPORTATION

- Parking is available in a large lot on the west side of the building. Lock your vehicles and hide any valuables. Enter through the door marked "Teaching Studios."
- MTC bus service (#2, #8) is available just west of NCC
- Bikes may be locked in the kiln yard or back parking lot.

PRIVATE STUDIOS

NCC rents space to professional artists, whose studios are on the east side of the building. These studios are open to the public, but please respect their privacy and do not touch anything in artists' studios.

LIBRARY

Northern Clay Center maintains an extensive library of ceramics materials including books, magazines, DVDs, VHS tapes, and bisqueware. The library is open to students and the public M-F from 9 am to 5:30 pm and additionally during quarterly classes on Tu & Th from 5:30 to 7:30 pm and Sat from 1 to 5 pm. The library is closed Sundays.

DAILY OR QUARTERLY LOCKER USAGE

- Students may use any empty, non-reserved locker on a daily basis by providing their own lock. No registration is required.
- Locker must be emptied at the end of day and the lock removed. NCC may cut locks each morning and locker contents will be removed and added to lost and found.

Quarterly Rental

- Lockers may be rented for an entire quarter for \$5.00 and are available for rent on a first come, first served basis. You may rent a locker the first night of class when you check in at the front desk OR during regular sales gallery hours.
- Students must provide own lock.
- Students will be assigned a specific locker.
- Lockers must be emptied at the end of the quarter for cleaning. Locks left from the previous quarter will be removed and contents added to lost and found after last day of the quarter.

CANCELED CLASSES

NCC does not prorate, refund, nor reschedule missed or cancelled classes due to inclement weather or other natural or man-made disasters. Please refer to our newsletter for the complete refund policy.

COMMENTS

We welcome your comments and suggestions. Please feel free to stop in, call, or leave us a note. If you have an immediate problem or concern, please stop by the office or leave your name and telephone number and we will get back to you as soon as possible.

NCC Staff

Margeaux Claude, Sales Gallery Assistant
Elizabeth Coleman, Sales Gallery Coordinator
Theresa Downing, Exhibitions Director and Curator
Elizabeth Flinsch-Garrison, Education and Outreach Director
Emily Galusha, Director Emerita
Jessie Fan, Accountant
Matt Krousey, Sales Gallery Assistant and Exhibitions Assistant
Karen McPherson, Sales Gallery & Special Events Manager
Sarah Millfelt, Director
Christian Novak, Information and Development Coordinator
Jason Rogers, Sales Gallery Assistant
Irene Saito, Outreach and Studio Assistant
Pete Scherzer, Facilities and Studio Program Manager
Christopher Singewald, Materials Technician
David Swenson, Building Maintenance
Jennifer Tatsuda, Business Manager
Dustin Yager, Education and WEA Marketing Manager