

NORTHERN CLAY CENTER
All are Welcome Here!

Making Work

WET WORK

- Check your IMPORTANT DATES schedule for wet work, trimming, and glaze deadlines.
- You can make new work up to the last two weeks of class.
- Last class is for FINAL GLAZE PUSH, discussion, and display. (glaze early, glaze often).
- **All work must be made at Northern Clay Center with the clay bodies sold at NCC.** Students are not permitted to bring clay from any other source. We reserve the right to not fire work made with unrecognized clays. Students are not permitted to work elsewhere and bring pieces to fire at NCC.
- Students are responsible for any damage caused by outside clays.
- **Production work is not allowed.** You will be charged extra if your work occupies a large volume of kiln space. Please see staff for additional information on what we view as “production.”
- **Carefully sign all of your work** or it may not be fired.

GLAZING

All high-fire glazes are located in the glaze bay 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 'EM IF YOU GOT 'EM.** Begin glazing work by the fourth week of class to learn from your results and ensure a steady flow of work throughout the semester. Periodically during the quarter, work will be “chalked” and disposed of to maintain this flow. See bulletin boards for schedule.
- **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 the Studio Manager or Education Coordinator prior to their use.

- Be aware, glaze work submitted the last week of classes will not be available immediately. Kilns are loaded to maximize capacity. We process classwork as efficiently as possible, but we cannot guarantee specific timelines.

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.
- Greenware shelves are located in Studio B and Studio C.
- **Earthenware (low-fire) bisque and glaze shelves are located in Studio C.**
- Glazed earthenware (low-fire) must **NEVER** be placed with objects to be fired to cone 10 (it will melt).
- **High-fire bisque and glaze shelves are located in the glaze bay.**
- Continually check the bisque and glaze racks for you work to optimize the studio workflow.
- Bisque firings are done continuously. Glaze firings are done when there is enough work to fill a kiln.
- Follow our Twitter account @NCCkilnupdates for up to date info on the unloading of glaze kilns.
- 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.
- Multiple firings (refires) are not allowed.

FIRED GLAZE WORK

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

STUDIO ATTIRE

Students need to 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.

OPEN STUDIO HOURS

Adult students currently enrolled in classes at NCC may use the facility and equipment outside of class during posted 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 the end of the quarter. For safety purposes, the classroom entrance will be locked at 8:30 pm (9:30 pm on Tuesdays and 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 and/or the posted schedule for changes.** There is monitored open studio on Tuesday, Thursday, and Friday nights, as well as Saturday and Sunday during the morning, afternoon and evening.

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 into studio sinks and put heavy slip and clay in the large reclaim buckets. Reclaim must be separated by high-fire and low-fire clays — **if you are unsure, please ask a Teaching Artist or monitor.**
- Thoroughly all equipment and the surrounding area after each use. Do not leave work on tables. Ask your instructor if you need help moving your work.
- Scrape and sponge clean all 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 handicap-accessible.
- Northern Clay Center bans guns on the 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!
- Wash all clay from your hands before leaving the studios.
- A phone is located just outside the Material Room; dial “9” to get an outside line. Call 911 in an emergency (“9911”).
- Notices for students are posted on a bulletin board in the hallway near the Teaching Studios entrance and sent digitally as the weekly education eblast. **It is your responsibility to check this messaging for important student information.**

BIG TEN

1. Know your dates for making, finishing, glazing work, and “chalking dates.” Ask a teacher or technician if you have questions and always plan ahead.
2. Check the “Whoops” shelf weekly. It is your responsibility to take care of any “whoops” issues.
3. Record all of your work in a notebook and sign each piece clearly with your full name. Always check your signature to make sure you are taking home only your own work.
4. All work must be made at NCC by students currently enrolled in a class. Use only clay purchased at NCC. No clay or pottery should ever enter or exit the building until it is completely finished.
5. Use of B-Clay is restricted to students in the Soda-Firing classes.
6. We will load a glaze kiln during Week 4! Help us to meet this goal by making and glazing early to get better results for everyone!
7. No sanding of greenware or bisqueware at any time. Do not sand or scrap glaze. Use water for all cleaning purposes.
8. Keep track of your tools so they do not end up in the reclaim barrel.
9. Take all of your work and tools home with you at the end of each quarter.
10. Please complete the online evaluation at the end of your class.

EVALUATIONS

Class evaluation forms are distributed via email at the end of each quarter. If you wish to complete a paper evaluation, please see the Education Coordinator 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.

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 a voicemail with your name and telephone number and we will get back to you as soon as possible.

EXHIBITIONS AND SALES GALLERIES

New exhibitions open in NCC's galleries every two months and students are encouraged to attend the opening receptions. Our sales gallery features work by selected regional and national artists.

Hours for both are:

M	Closed
T,W,F,Sat	10 - 6 pm
Th	10 - 7 pm
Sun	12 - 4 pm

Holidays may affect these hours.

LIBRARY

Northern Clay Center maintains an extensive library of ceramics materials including books, magazines, DVDs, VHS tapes, and bisqueware. The library is open during the quarter to students and the public:

M, W, F	9 - 5:30 pm
T & Th	9 - 7:30 pm
Sat	1 - 5 pm
Sun	Closed

Holidays and summer hours may vary.

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 during check in at the front desk OR during regular sales gallery hours.
- Students must provide their 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 the last day of the quarter.

CANCELED CLASSES

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

MEMBERSHIP

Members of Northern Clay Center receive discounts on many classes, workshops, and most Sales Gallery 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, #67) is available just west of NCC.
- Bikes may be locked on the Franklin Avenue racks or in the back parking lot.

PRIVATE STUDIOS

NCC licenses 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 the artists' studios.

NCC Staff

Administrative

- Leah Hughes, Executive Director
- Mackenzie Catton, Program Associate
- Amanda Dobbratz, Marketing and Technology Manager
- Jessie Fan, Accountant
- Jennifer Tatsuda, Business Manager

Education

- Alison Beech, Community Engagement Manager
- Joel Edinger-Willson, Education Technician
- Rob Lieder, Outreach and Studio Technician
- Samantha Longley, Education Coordinator
- Kyle Rudy-Kohlhepp, Deputy Director of Operations and Director of Learning & Artist Services
- Audra Smith, Studio Manager
- Zach Van Dorn, Building Maintenance Technician

Artistic

- Heather Barr, Sales Gallery Associate
- Casey Beck, Sales Galleries Associate
- Steph Lenertz, Sales Gallery and Special Events Coordinator
- Tippy Maurant, Director of Galleries and Events
- Emily Romens, Galleries Manager



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STUDENT GUIDE

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

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Samantha Longley, Education Coordinator, ext. 309

Alison Beech, Community Engagement Manager, ext. 313

Kyle Rudy-Kohlhepp, Deputy Director of Operations and Director of Learning & Artist Services, ext. 314
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