



STUDIO ARTISTS HANDBOOK 2020

Northern Clay Center's mission is the advancement of the ceramic arts. Its goals are to promote excellence in the work of clay artists, to provide educational opportunities for artists and the community, and to encourage the public's appreciation and understanding of the ceramic arts.

Ongoing programs include exhibitions by contemporary regional, national and international ceramic artists, as well as historical and architectural ceramics; classes and workshops for children and adults at all skill levels; studio space and grants for artists; and a sales gallery representing many top ceramic artists from the region and elsewhere. Guided tours, hands-on events and artist demos are available. The facility is handicapped accessible.

Opened in 1990, Northern Clay Center is now an established, regionally-based national ceramic arts organization. Special programs such as the Regis Masters Series, through lectures, symposia, and publications, reach a national and international audience as well as a direct audience of regional participants. Other programs, such as the American Pottery Festival and McKnight Residency and Fogelberg Fellowship grants, bring national and international artists to the region to continually feed the lively exchange of ideas and aesthetics.

STUDIO ARTISTS PROGRAM

One of the ways NCC serves ceramic artists is through a studio program that provides access to working space and facilities to qualified individuals. The facilities are designed to allow artists to work in an environment that encourages individual expression and artistic growth.

Individual artists have two licensing options: private studio space or shared space. Individual artists who have licensed space from NCC for at least one continuous year (with the exception of McKnight Resident Artists) may have alumni access to NCC kilns after their license ends. Alumni access is fully defined in the attached amendment.

Individual studio artists are required to maintain and report a reasonable level of activity while in residence at NCC. The measures, which are fully defined within the [Studio Artists Annual Activity Report Form](#), include activity in a combination of areas including firing, membership, service hours, & professional activity.

Under the 2020 Activity Measures, a total of 16 activity points must be earned over a period of 12 months. Licensees who do not meet the standard by the end of the 12th month will be given notice of the cancellation or non-renewal of their License Agreement.

These measures set forth in action, and attitude, a spirit of professionalism for studio program artists in an effort make the NCC studio program an exemplar of a community committed to active investigation and supporting the mission of the host institution. The arc of the activity measures includes: membership, service, professional development and advancement. In return the organization commits to annual sales opportunities, professional development opportunities designed solely for the studio program artists, as well as exposure through the NCC website, social media, and our event calendar throughout the year.

STUDIO OPTIONS

A complete application is required for either the private/semi-private studios or shared studio space. Applications are reviewed on an on-going basis depending on studio availability. Required application materials are:

- Ten digital images submitted via the online form, or saved to a CD. Images should be saved in GIF, PNG, or JPEG format at 96 pixels per inch (ppi). Each image should not measure greater than 1024 pixels along the image's longest dimension and should be no larger than 100 KB in size;
- A corresponding image list;
- A current resume (maximum of five pages);
- Contact information for two references who can attest to your technical abilities.

The jury consists of select current studio artists and staff.

Shared studio space is licensed on a first-come, first-served basis. Applicants wishing to license shared studio space do not need to participate in a jurying process. However, all applicants for studio space, whether private, semi-private or shared, must demonstrate their ability to fire any kiln they wish to use without assistance OR undertake the necessary training to fire solo. Ask for our "The Hot Seat – Kiln Firing 101" for more details.

All licenses require a security deposit of one month's license fee and a \$20.00 key deposit. Rates listed below are as of January 1, 2019 and are subject to change without notice. The minimum license fee for any shared, private studio shall be \$143.00/month.

Studio Designation	Approximate size (sq ft)	Monthly Rent
Private - A	95-100	\$216.00
Private - B	103-106	\$229.00
Private - C	120-127	\$273.00
Private - D	136-138	\$302.00
Private - E	156-160	\$344.00
Private - F	168	\$368.00
Private - G	179-180	\$397.00
Private - H	211	\$458.00
Shared (whole)	41-42 (rack)	\$143.00
Shared (half)	20-21 (rack)	\$76.00

Studio license includes:

- 24-hour access
- Display vitrines for each private studio. Artists may not paint or permanently alter display vitrines without express consent from NCC Administration.
- Use of 424 square foot Shared Studio (shared by 16 – 20 people)
- Studio artist glazing area
- Use of wheels and some other classroom equipment when classes, workshops, or special events are not in session. Do not bring any classroom equipment into the studio space.
- Use of glaze mixing room
- Use of electric and gas kilns
- Use of class glazes
- Use of NCC's clay mixer and pugger with prior scheduling and approval from NCC's studio manager. NOTE: studio artists will incur the cost of all materials.
- Free admission to all educational lectures and ½ off admission to all educational workshops (Limited discounted spots may apply for some workshops. ALL American Pottery Festival events are excluded from this offer.)
- Access to the largest ceramics resource library in the Twin Cities, complete with ceramic books, magazines and DVDs, and computer and internet access
- Access to photo booth for shooting digital images (see below)
- Selected opportunities to sell work for Shared Studio Artists
- Quarterly opportunities for fellowship with peers and visiting artists
- Utilities (Water, heat, electricity)
- Access to trash collection
- Janitorial service: weekly changing of all studio garbages, cleaning of sink traps, mopping of major hallways, and mopping of the shared studio floor.

Studio rental does not include

- Firing and glaze materials charges

- Cleaning private/semi-private studios, as well as storage shelves in shared studio, the glaze areas, etc.

KILNS

Studio artists are responsible for their own firing and must know how to operate gas and electric kilns. Individuals who cannot fire their own work are not eligible to license studio space at NCC. New studio artists must schedule an appointment with the Studio Manager for a kiln orientation and must be approved to operate the kilns.

Types of Kilns

(Firing fees are listed on an attached sheet)

- One downdraft gas kilns (approximately 100 cubic foot)
- One updraft Blaauw kiln (approximately 38 cubic feet)
- Two downdraft soda kilns (one approximately 48 cubic foot, the other approximately 28 cubic foot)
- Five electric kilns
- Two electric test kilns

Kiln Scheduling & Operating Procedures

- Sign up on the calendar for the kiln you intend to use. All calendars are located on a clipboard on the door of the kiln room. Use a pencil and include name, telephone number, cone number, and the time you plan to load and unload the kiln. Please be realistic about your schedule.
- Oval electric kilns #3, #4, and #5 must be signed out through the studio manager to avoid conflicts with class firings.
- You must give at least a 7-day notice if you decide not to fire during your scheduled time. This allows adequate time for another artist to prepare for firing. Repeated failure to give a 7-day notice will result in a \$50.00 charge.
- After firing, complete a log sheet, located on the same clipboard as the sign up calendar. Include name, date of firing, and cone number. If more than one artist participated in the firing, also include the percentage of the kiln used by each artist. There is a maximum of four artists per firing. Put the log sheet back on the clipboard. If you do not fill out a log sheet, and your name is on the calendar, you will be charged for the full amount of the firing.
- After unloading the kiln, you must clean up the kiln, the surrounding area, and the kiln shelves, including grinding the shelves, if necessary, and stacking. This includes putting the posts back in order and replacing the kiln floor, if you have removed it. You must complete the checklist, which accompanies the firing log sheet. Artists will incur a \$25.00 clean-up charge if the kilns are not left in order after firing.
- You must provide your own wadding.

- You are responsible for any damage you cause to the equipment, including replacement fees for broken or damaged kiln shelves.
- Report any problems immediately in writing to the Studio Manager. Incidents reported after 30 days may not be eligible for revision to any kiln fees.
- Studio artists may not put their work in class firings.
- Studio artists may put class work in their firings to help reduce the cost of a firing. Please let the Studio Manager know prior to loading student work.

GLAZING

Glaze mixing room

- Basic glaze materials and supplies are available
- All studio artists are issued a glaze mixing room key. Make sure the door is locked after you are finished mixing glazes.
- Fill out a glaze mixing form each time you use materials. Leave completed forms in the glaze mixing room.
- Studio artists are responsible for providing and storing special glaze materials in their studios.

Studio Artists' Glazing Area

This glazing area is for studio artists only. Please clean up after you are finished and do not leave anything in this area for longer than one day without express consent from the studio manager.

Ware Carts

- If you need additional storage space for glaze wares, please see the Studio Manager to reserve a ware rack. Several carts are designated for the studio program.

Classroom Glazing Area

- Studio artists have access to class glazes and the class glaze bays, however, classes have priority in this area. It is the responsibility of the studio artist to be sure they do not interfere with classes when they are using the glaze bays. Do not leave work spread out in this area when you are not actively using it.

PHOTO BOOTH

Please see the Community Engagement Manager or the Galleries Manager to discuss access to NCC's photography room. All first-time users must receive an orientation to equipment and setup/cleanup processes. A fee of \$5 per hour will apply to cover specialty lighting.

BILLING PROCEDURES

You will receive electronic statements to the email address on your license agreement or on file in our accounting system.

Studio License payments will be processed between the 10th and 15th of the month and help to avoid late fees. NOTE: In the case of insufficient fund returns bank fees and late fees will apply.

Since the kiln and materials account varies and is separate, it requires your approval, submitted in writing to Jennifer Tatsuda to pay the \$XX amount with the credit card information on file. Please pay these charges within 30 days.

Studio artists paying after the 10th of the month will incur a \$10 late fee.

ACCESS

Access to and use of Northern Clay Center facilities (studios, classrooms, glaze areas, and kilns) is limited to **current** students and instructors, current staff, current studio artists, and NCC-sponsored visiting artists. Alumni studio artists may be eligible to access glaze areas and kilns for a two-year period after the completion of their license agreement with NCC.

You are welcome to bring visitors to Northern Clay Center, but they may not work or fire in the facility. NO exceptions! Children are generally not to accompany artists while they are working at NCC, unless it is an emergency situation. Any children must be monitored and not allowed to roam the building unattended by their parent or other authorized caregiver.

SELLING WORK FROM THE STUDIOS

Studio artists in private studios, who are not represented in NCC's Sales Gallery, may sell from their studios. The following terms apply to such sales:

- No commission will be charged if the artist sells directly to a customer, except for special events (see below).
- Each studio comes with a display vitrine. The vitrine should be the only external visual merchandising for private studios, with the exception of special events.

- A 20% commission will be charged if the transaction is handled through the NCC Sales Gallery, except for special events (see below).
- A 30% commission will be charged on all transactions, whether handled by the artist or NCC during special events, including Holiday Open House, American Pottery Festival, and any others that may be added. The higher commission is to help offset NCC's extra costs during special events, including advertising and promotion, special programming, food, extra staff time, etc.

Studio artists in private studios, who are represented in NCC's Sales Gallery, may sell from their studios. The following terms apply to such sales:

- A 45% commission will be charged all the time (identical to current NCC Sales Gallery commission) on work that could normally be displayed in the Sales Gallery.
- A 10% commission will be charged on work that we cannot normally display in the gallery, specifically sculpture.

Studio artists in the shared space may not sell their work at NCC, except during organized studio artist sale events.

NCC is not responsible for the safety of ceramic wares inside studio or display vitrines.

TERMINATION OF LICENSE & SUBLICENSING

Studio artists must get written consent from NCC with at least 45 days advance notice to terminate their license. (See paragraphs 5 and 6 of the studio license agreement)

If a license is terminated prior to the cessation date written on the license, the artist will be charged a \$50.00 early termination fee. Artists must return keys and access cards to NCC staff in order to receive a security deposit and key deposit refund.

Studio spaces may not be sub-licensed. If an artist must leave for a specific length of time during a license term, he or she will terminate their agreement and a new license will be issued to another artist. This license may be for a limited amount of time, and the artist giving up the space may be eligible to re-license the space in the future, subject to all other applicable terms and conditions.

PETS

No pets are allowed at Northern Clay Center, with the exception of service or companion animals.

Office:	9:00 am - 5:30 pm, Monday-Friday
Library:	Generally consistent with office hours.
Gallery/ Shop:	10:00 am - 6:00 pm T, W, F, Sa 10:00 am - 7:00 pm Thursday Noon – 4:00 pm Sunday Closed Monday
Open Studio:	Varies each quarter; see posted schedule.
Front door:	Open during gallery hours
Back door:	Always locked - open anytime with your key card
Classroom door:	Open from 9:00 am - 5:00 pm between quarters Open 9:00 am – 8:30 pm 7-days a week during quarterly classes & 9:00 am – 9:00 pm Tuesdays & Thursdays.

If you are the last one out:

- Close all the windows and doors
- Turn out the lights

Students are not allowed to stay in the building after classes or open studio hours are over. If you see a student after hours in the space, you may politely ask them to leave.

In case of emergency:

- Dial 911
- Fire extinguishers are located in the studio area, the kitchen and the classroom areas.
- A first aid kit is located on the wall between the kiln room and classroom area.
- Contact Audra Smith at 330.465.6546 or Kyle Rudy-Kohlhepp at 651.434.1531.
- Please note: the spokesperson for NCC in all major crisis or emergencies is Leah Hughes. Please do not speak to the press on NCC's behalf.

Telephone:

There is a telephone located on the outside wall of the glaze room. To place outside calls on this phone dial 9 then the phone number. The telephone number is 612.339.8007 x307. Please give this number when people need to reach you at NCC. The front desk will answer calls for studio artists only in the case of an emergency.

Lockers:

- Studio Artists may use any empty, non-reserved locker on a daily basis by providing their own lock. No registration is required. The 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.

- Lockers may be rented for an entire quarter for \$5.00 and are available for rent on a first come, first served basis.
- Artists must provide own lock.

WORKING ENVIRONMENT

In order to maintain a healthy and respectful working environment:

- **You may not attach any equipment to the ceiling, and must maintain a clear space above the studio partitions for light and air movement.**
- Be aware of the toxicity of your art materials (silica, dust, fumes, etc.) You are working in an open air environment and others health and safety can be adversely impacted by your choices. You must work outside when engaged in a process that creates a lot of dust and/or fumes. Utilized the studio manager as a resource to help troubleshoot safe execution of all your creative processes. Repeated failure to be mindful of community health and safety may result in license termination.
- Leave all shared spaces clean and keep private spaces reasonably clean
- All belongings must be confined within the stated licensed space.
- Valuables should be locked up.
- Aisles must be kept clear at all times.
- Do not touch or move other artists' work.
- Do not remove tools and materials from other artists' studios.
- If you have a studio with a window, you must keep the window clear at all times (no stacking or storing things in front of a window), and doors must be less than 6 feet high.
- All music must be played through personal headphones.
- Studio artists recycle their own clay.
- Clean up after yourself when using the kitchen.
- Do not remove dishes from the kitchen.
- Notify the Studio Manager for repairs or in case of problems.

All studios must at a minimum meet the applicable fire codes pertaining to rubbish, clutter, and other hazardous materials in the space. Beyond that requirement, each individual studio must be kept in sufficient order and cleanliness to allow the licensee to work in the space.

Smoking is not permitted inside NCC. Smoking outside, on NCC grounds, must be done 50 feet away from doors and windows, and not at all in NCC's rear parking lot during clay camp season, mid-June through end of August.

Guns are banned from Northern Clay Center premises.

TRANSPORTATION

- The back parking lot is reserved for staff and studio artists. Additional parking is available in the lot on the west side of the building. Lock your vehicles and hide any valuables.
- MTC bus service (#2, #67) is available just west of NCC. Routes 7, 9, 22, and the Hiawatha Light Rail are also nearby.
- Bike racks are available for artists and guests.