

POLICY FOR CERAMICS COMMITTEE (POTTERS GUILD)

Adopted June 9, 2003

- 1) The Chair of the Ceramics Committee will be appointed by the Board of Directors.
- 2) The Ceramics Committee, open to all Santa Cruz Mountains Art Center members, will meet at regular intervals which will be posted on the monthly calendar.
- 3) ANNUAL BUDGET: It will be the responsibility of the Ceramics Committee to develop a year's program of events, and projects. In addition, they will estimate future needs for supplies, equipment, maintenance and facilities needs along with a yearly budget. These documents will be submitted by the Chair to the Board of Directors no later than October of each year for the Board's approval.
  - a) The Ceramics Committee Chairperson and the Ceramics Committee (Potters Guild) will select events and programs appropriate to the mission of the Art Center.
  - b) The Ceramics Committee Chairperson will meet with the Finance Committee before submitting the year's proposal to the Board for assistance and advice. The Grants Chair will assist in a funding search if funding cannot be derived from the usual sources.
  - c) The Ceramics Committee Chair will meet with the Facilities Chair on a regular basis to determine ceramics facilities needs, and the Facilities Chair will help provide a working schedule and budget.
- 4) EDUCATION: The Ceramics Committee Chair and Committee will provide guidance and recommendations to the Education Committee in regards to all Ceramics Instructors. Ceramics Instructors must meet all the qualifications and guidelines for teachers and submit an application for approval by both Ceramics Committee and Education Committee. Upon approval, a standard Teacher's Contract must be signed before instruction commences.
  - a) All ceramics teachers will arrange in advance to attend an orientation provided by the Ceramics Committee Chair or Committee member. The orientation shall cover: General Facility Use, Studio Policy, Safety and security. All ceramics teachers will instruct their students in proper facility use and safety guidelines. (See paragraph 8)
  - b) Children under the age of 18 will be within sight or sound of the instructor.
- 5) STUDIO POLICY: The Ceramics Committee is responsible for setting Studio Policy, which will be reviewed on a regular basis by the Committee, Facilities Chair, Studio Assistant, and Education Committee and other interested parties (like the Board Chair or teachers). See attached Studio Policy Recommendations.
  - a) Scheduling of Studio Time / Workshop usage will be arranged as necessary with instructors, students and staff.
- 6) STUDIO ASSISTANT: the Ceramics Committee is responsible for selection and training of studio assistants, providing clear guidelines on studio manners and maintenance, policy and kiln firing. A paid assistant position must be approved by the Board of Directors and be included in any budget forecast.

Assistant Responsibilities include, but are not limited to:

- Maintain a regular kiln firing schedule as well as coordinating any special firing needs.
- Maintain a kiln log book.
- Communicate with Ceramics Facility Chair to maintain adequate supplies for classes.
- Periodic studio cleanup of unclaimed work, coordinated with Ceramics Teachers.

7) GLAZES: Until such time as adequate safety equipment and space can be provided at the Art Center, glazes will be formulated and wet-mixed by persons designated by the Ceramics Facility Committee. Raw glazing materials will be properly stored and handled by these designated persons. A limited amount of colorant oxides will be maintained at the Art Center for clay and glaze decoration, along with the wet-mixed glazes. Only glazes formulated and mixed or verified by the Ceramics Facility Committee will be used.

8) SAFETY:

- a) Guidelines specific for use of the ceramics facilities will be reviewed/revised annually by the ceramics committee, or whenever there is a change in ceramics processing or procedures. These guidelines shall be posted in the Ceramics Studio
- b) All who use the ceramics facilities at the Center will abide by the “General Facility Safety Policy” and “Ceramics Studio Use / Safety Guidelines”.
- c) Personal Protective Equipment (PPE) will be provided by the Center as needed:  
Latex Gloves, safety glasses, dust masks.

Ceramics Studio Use & Safety Guidelines  
(Post in Ceramics Facility)

USAGE:

- Open to members of the Potter's Guild, students who have taken two ceramics classes at the Art Center or member potters who demonstrate proficiency with clay and equipment.
- Students currently enrolled in a ceramics classes at the Art Center may use the Studio at no extra cost. Time to be arranged by agreement.
- Children under 18 must be supervised by an instructor
- Only work produced through Art Center classes or activities will be fired in our kilns.
- Outside work will not be accepted for firing.
- Periodic studio clean-up (unclaimed work) will be conducted by the Studio Assistant or Instructors.
- Cost per use: \$8 members, \$10 non-members: fees do not include clay or instruction.

CONDUCT:

- We reserve the right to revoke permission to use the studio to anyone as deemed necessary.
- Radios/music by mutual consent.

CLEANUP:

- Clean up your mess. Start cleanup 15 minutes before closing/leaving the studio. Wheels and throwing bats should be cleaned of excess clay; deposit clay in appropriate recycling buckets.
- Dry clay and glaze dust are a health hazard. Do not sweep! Wipe clay and glazes with a damp sponge or mop.

CLAY & GLAZES:

- Only Art Center clay may be used.
- Glaze firing is done around Cone 6 to soft 7 reduction firing for all clay bodies.
- Only clay and glazes provided by the Art Center will be approved for firing in the kiln.
- Purchased glazes must be tested and approved by the instructor/assistant prior to use.
- RAKU firing is available for a fee and by arrangement

SAFETY GUIDELINES:

- Use Personal Protection Equipment (PPE) as necessary.
  - Wear latex gloves when handling stains and glazes
  - Wear safety glasses when chipping kiln shelves or using the bench grinder
  - Use a dusk mask when sanding greenware or encountering airborne particulates.
  - Use heavy gloves for handling hot items & kiln firings.
- Avoid generating clay dust: use a wet sponge or mop in cleaning up.
- Place heavy items on lower shelves.
- When lifting heavy (20 + pounds) items, remember to bend your knees, securely grasp the item, and lift by straightening your knees, rather than pulling up with your back. If the item is too awkward to adequately grasp, ask for help; do not attempt to move it by yourself.
- Kiln firing shall be conducted only by the Studio Assistant or trained personnel.
- Use extreme caution near operating kilns: do not touch or handle any kiln apparatus unless specifically instructed by the Studio Assistant or class instructor.