

Santa Cruz Mountains Art Center  
Policy for Ceramics Facility Adopted 2-13-2012

**POLICY FOR CERAMICS FACILITY**

Reviewed by the Ceramics Committee / Recommended Changes in RED – June 2011

This policy includes the following documents:

- A. Ceramics Committee (Potters Guild) Duties & Responsibilities
- B. Ceramic Studio Use & Safety Guidelines
- C. Ceramics Intern Job Description
- D. Ceramics Facility Monthly Calendar
- E. Ceramics Facility Supply List
- F. Ceramics Facility Gas & Electric Kiln Log Sheets
- G. Ceramics Class Registration Form

This policy will be reviewed by the Ceramics Committee annually, with any recommended changes presented for approval/adoption by the Board of Directors.

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POLICY FOR CERAMICS FACILITY  
Document A (Revised June 2011)

CERAMICS COMMITTEE (Potters Guild) Duties & Responsibilities

- 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 USAGE POLICY:  
The Ceramics Committee is responsible for setting Studio Usage 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 Attachment 1 Ceramics Studio Use & Safety Guidelines
  - a) Scheduling of Studio Time / Workshop usage will be arranged as necessary with instructors, students and staff.

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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. (See attached “Job Description: Ceramics Facility Assistant – Intern”)

a) 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:**

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” and are required to sign a class registration form statement they have read and understand the safety policy and guidelines..
- c) Personal Protective Equipment (PPE) will be provided by the Center as needed:  
Latex Gloves, safety glasses, dust masks.

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CERAMICS STUDIO USE & SAFETY GUIDELINES  
Document B (Revised June 2011) (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 with LIVESCAN on file.
- Only work produced through Art Center classes or activities will be fired in our kilns.
- Outside work will not be accepted for firing. (Exceptions for Soda & Raku firings)
- Periodic studio clean-up (unclaimed work) will be conducted by the Studio Assistant or Instructors.
- Cost per use: \$20/use, \$100/month: 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.
- Please refrain from handling other's work; handle only your own.

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 oxidation or 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, and locate in a remote area 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.

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JOB DESCRIPTION  
CERAMICS FACILITY ASSISTANT – INTERN  
Document C (Reviewed June 2011)

**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.

Recent review of the Art Center policies have provided an opportunity to further define the Ceramics Facility Intern duties and responsibilities and collaboratively produce a monthly schedule of activities.

Current duties were determined as follows:

- 1) Kiln Firing (Gas & Electric)
  - Gas (Glaze) 1 / month (minimum or as needed) last weekend of the month
  - Electric (Bisque) 2 / month (minimum or as needed)
- 2) Pug clay: 2 / month (minimum or as needed)
- 3) Clean Up:
  - Inside: Throwing Room (beginning of month/beginning of classes)
  - Outside: Hose down area, straighten out glazes;
  - Outdoor work area; Sink / empty trap, 1 / month
- 4) Glazes: Week before monthly glaze firing, make up glazes as necessary  
Inventory glaze supplies in glaze shed.
- 5) Supplies: Keep list (posted / clipboard) of supplies needed.  
Ceramics Chair / Budget responsible Board member will order as needed.

**NOTE:** Instructors to insure students clean work areas at end of each class.  
Instructors to help load / fire bisque

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CERAMIC FACILITIES MONTHLY CALENDAR  
Document C (Reviewed June 2011)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Clean Inside Area (Intern)  Pug Clay (Intern)				6 p.m. Raku – weather permitting (Instructor)		
		Load / Fire Bisque (Intern & Instructor)		6 p.m. Raku – weather permitting (Instructor)		
Clean Outside Area (Intern)  Pug Clay (Intern)				6 p.m. Raku – weather permitting (Instructor)		
Load / Fire Bisque (Intern & Instructor)  Glazes – shed inventory (Intern)		Glaze & Load Gas Kiln (Intern & Instructor)		6 p.m. Raku – weather permitting (Instructor)		Glaze Fire Gas Kiln (Intern)

This schedule is for planning purposes, and may be shifted as needed.

Ceramics Instructors will make sure their students clean their work areas at the end of each class period.

Clay Room / Wheel: Shelves are clean & wiped down. Wheel & trays are clean (do not leave trays in outside sink, keep with wheel); bats are cleaned; tools are clean and properly stored.

Outdoor & Indoor Classroom: Indoor table / plastic protection sheet clean, sheet folded and stored; outdoor work area, including extruder, cleaned, wiped down, tools are clean and properly stored.

Glaze Area: Glaze Tables wiped down; tools are clean and properly stored. Glaze buckets stored under the work tables.

The Ceramics Intern is not responsible for cleaning up after the students and instructors; this is the responsibility of the instructors.

Soda Firings 3 – 4 / year, by arrangement. Ceramics Committee to appoint Kiln Meister for Soda Firings & Scheduling.



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Document F (Reviewed June 2011) Gas Kiln Firing Record and Follow-up Notes

Kiln Meister and Phone #:
Assistant Kiln Meister and Phone #:
Date:

Bisque Cones Top					Bisque Cones Btm				
Glaze Cones Top					Glaze Cones Btm				
Meter Start					Meter Stop				

Note: pyrometer is inaccurate, trust the cones!!

Time	Temp	Gas	Air	Damper	Comments
		<b>Pilot</b>			<b>Bisque Pilot Overnight</b>
		<b>Fuzz</b>			<b>Glaze Fire for 2 Hours</b>
		<b>1</b>	<b>20</b>		<b>Glaze Turn Up Every Hour</b>
		<b>2</b>	<b>40</b>		
		<b>3</b>	<b>60</b>		
		<b>4</b>	<b>80</b>		
		<b>Off</b>	<b>Off</b>	<b>Closed</b>	

Note: pyrometer is inaccurate, trust the cones!!

<b>Firing and Glaze Notes</b>									
(What glazes were used, how did they turn out, and where were they located in kiln?)									
Ending Cones Top					Ending Cones Btm				
Use back for more notes									

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**ELECTRIC KILN FIRING RECORD**

*Please fill out for each firing*

***Kiln Meister Name & Phone #:***

Bisque Cone		Glaze Cone		<b><i>Date:</i></b>	
<b>Manual Firing</b>	Meter Start	Meter Stop	<b>Auto Firing</b>	Meter Start	Meter Stop
Timer at Low Start	Timer at Med Start	Timer at High Start	Speed Setting	Timer Length	Balance left on Timer
Balance Left on Timer					

***Kiln Meister Name & Phone #:***

Bisque Cone		Glaze Cone		<b><i>Date:</i></b>	
<b>Manual Firing</b>	Meter Start	Meter Stop	<b>Auto Firing</b>	Meter Start	Meter Stop
Timer at Low Start	Timer at Med Start	Timer at High Start	Speed Setting	Timer Length	Balance left on Timer
Balance Left on Timer					

***Kiln Meister Name & Phone #:***

Bisque Cone		Glaze Cone		<b><i>Date:</i></b>	
<b>Manual Firing</b>	Meter Start	Meter Stop	<b>Auto Firing</b>	Meter Start	Meter Stop
Timer at Low Start	Timer at Med Start	Timer at High Start	Speed Setting	Timer Length	Balance left on Timer
Balance Left on Timer					

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**Document G** (Revised June 2011)  
**CERAMICS CLASS REGISTRATION FORM**

Name of Student \_\_\_\_\_ (Please print)

Name of parent or guardian if student is a minor \_\_\_\_\_

Age of student if a minor \_\_\_\_\_

Where did you hear about this class? \_\_\_\_\_

If student is a minor, a parent or guardian should sign below acknowledging permission for the student to participate in the class and that he/she has read and is in agreement with this contract.

Address \_\_\_\_\_ (City) \_\_\_\_\_ (zip code) \_\_\_\_\_

Phone (day) \_\_\_\_\_ (Evening) \_\_\_\_\_ E-mail \_\_\_\_\_

Class Title \_\_\_\_\_

Dates and time \_\_\_\_\_

Member of Art Center? YES \_\_\_\_\_ NO \_\_\_\_\_

Cost of class \_\_\_\_\_ Paid: check (#) \_\_\_\_\_ Cash \_\_\_\_\_ Charge \_\_\_\_\_

Signature of Card Holder: \_\_\_\_\_

The undersigned student is participating in this class sponsored by the Santa Cruz Mountains Art Center and hereby acknowledges that student assume all risk for any injury, loss or damages of any nature during the course of this class. The student also understands that she/he will receive no refund for this class unless it is canceled by the Center or the teacher.

It is further acknowledged by the student that the Art Center and their officers, members, employees and agents, accept no responsibility or liability whatsoever for any injury, loss or damage to student's personal equipment or art work.

The undersigned student/guardian has read and understands the Ceramics Studio Use & Safety Guidelines.

Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Signature of Parent or Guardian