2027 Artist in Residence Agreement

Arbutus Folk School's Artist in Residence (AIR) program offers professional development and studio space for artists of the Olympia area. The program's goals are to contribute to a strong and diverse local creative community by supporting emerging artists in ceramics, woodworking, and fiber arts. Resident artists use the school's woodshop, ceramics studio, and fiber lab to complete work during their residency.

A residency at Arbutus Folk School is an opportunity to grow as an artist, to engage in our thriving community, and to advance the AIR's career. Artists may use the time and space to gain and hone new skills, build up a body of work, connect with a wider community of practice or audience for their work, gain teaching and studio management experience, launch an arts business, or other important goals.

The AIR is a committed and responsible member of our team, contributing to operations and maintenance as a volunteer to ensure students, instructors, and community members enjoy a well-maintained and smoothly operating space. We welcome AIRs to apply to join our teaching staff or find other ways to remain involved at Arbutus after their residency concludes.

Residency Duration: January 4th, 2027 through December 23rd, 2027

Your goals for the residency:

Arbutus Folk School will provide the AIR with:

- 24-hour access to the building, and use of tools, equipment, and space in the studio
- Immersion in our growing community, including instructors, students, and guest artists.
- Opportunity to shadow Arbutus instructors and studio manager to develop skills and confidence for teaching.
- Promotion of AIR works and programs on our social media, newsletter, and website.
- Opportunities to exhibit AIR work or to promote/sell artist works.
- Access to reclaimed, donated, and other materials allotted to the AIR

The AIR agrees to:

- Completing the full residency and being present in the studio at least 15 hours per week. This includes one agreed-upon day each week that we expect to see you present in the studio under normal circumstances.
- Engaging with Arbutus instructors, students, staff, and guest artists for an enriching experience.
- Completing approximately 5 volunteer hours per week on assigned tasks, as well as hosting Open Hours one day per week (3 hour shift, can be combined with time spent on assigned tasks or on personal work). You will receive training for assigned tasks and will have the opportunity to align your responsibilities with your interest and experience.
- Promoting your residency to the community by providing content for our social media and newsletter, such as photos and quotes.
- Participating in studio meetings or other Arbutus staff gatherings, and complete a check-in meeting with the Executive Director once every twelve weeks.
- Providing a written summary of what you learned or accomplished and, optionally, offer a public event to share your work and accomplishments with our community (e.g. a show, sale, or artist talk) at the completion of the residency period.
- Removing all work and leave your workspaces and storage areas clean and welcoming for the next artist by the final day of the residency period.

AIR Supervision Expectations include:

- Communicating absence, due to illness or leisure, to ensure responsibilities are covered during an absence.
- Responding to emails from AFS staff and other communications with the team, and participate in community conversations via Slack.
- Refraining from hosting unrelated social gatherings in the facilities.
- Respect and maintain studio equipment; no tools or equipment should be removed from the studio.
- Avoiding disruption of classes and other events held within the studio – please be respectful of classes while working in the studio.

If the expectations in this document are not met, the residency may be terminated at any time at the discretion of the supervisory team. Grounds for termination may include failure to communicate with staff, chronic absenteeism, or disrespectful behavior.

Artist in Residence: I agree to the expectations in this document.

Signature
Date

Executive Director: I agree to the expectations in this document.

Signature
Date