

## **Arbutus Folk School Woodworking Artist in Residence Agreement**

The Arbutus Artist in Residency (AIR) program is an unpaid volunteer exchange that offers professional development opportunities and access to workspace for emerging artists while providing routine maintenance for the Arbutus facilities. Please plan to communicate your goals and needs throughout this residency, and keep in mind the goals and needs of Arbutus as outlined in this document.

A residency at the Arbutus Folk School is an opportunity to grow as a woodworking artist, to engage in our thriving community, and to advance your creative career. While core duties for the AIR are focused on equipment maintenance and other recurring tasks relating to the woodshop, AIRs are welcome to explore other aspects of a creative career in partnership with the Executive Director, such as grant-writing, marketing, and administration.

Applicants are chosen for their ability and willingness to contribute to the growing community within the studio, the quality of their work, and a perceived potential for growth.

The current residency will begin on \_\_\_\_ and run through \_\_\_\_\_. Your residency may be extended by up to 2 months upon mutual agreement.

### **Here is what you (the AIR) can expect from us (Arbutus staff):**

- 24-hour access to the woodworking studio, and on-site storage space as available
- Immersion in our growing community, including peer artists, students, and guest artists
- Opportunity to shadow and support other teaching artists as a classroom aide
- The opportunity to apply for an ongoing teaching position in our studios at the end of your residency
- The woodworking AIR will receive personalized training with an expert woodworker to learn proper woodshop maintenance techniques.
- Promoting the artist in Arbutus social media, newsletter, and website
- Opportunity to exhibit your work and hold events promoting your work, including for purchase
- Support for networking as an artist and maker, such as membership in the Olympia Woodworkers Guild
- Personal storage space in the woodshop

### **Here is what we expect from you:**

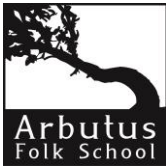
- Use the space as much as you can!
- Fulfil your 6-8 month commitment
- Complete mandatory trainings on proper woodshop maintenance techniques at the beginning of your residency.



- Learn and grow by engaging with peer artists, instructors, and students at Arbutus to seek out new knowledge and skills.
- Complete 8 volunteer hours per week, with responsibilities including:
  - **Cleaning:** Keep woodshop and other Arbutus facilities clean and organized, including the bathroom, lobby, hallway, and break room.
  - **Inventorying:** The inventory found [here](#) is a list of the contents of the woodshop and is used as a basis for routine shop tasks. It is maintained by a woodshop volunteer and updated as needed as woodshop contents change.
    - Update our core list as new items are acquired or as items are discarded.
    - Compare the core list inventory against shop contents on a quarterly basis, and report discrepancies to the Arbutus Executive Director at the end of each quarterly inventory.
  - **Maintenance:** Perform a periodic check of core list tool condition and materials supplies monthly. If it is not possible to do this maintenance due to tool condition or lack of supplies, inform the Executive Director.
    - Flatten, sharpen and de-rust any edge tools (chisels, hand planes, etc.) that need attention.
    - Flatten all water stones that need it. Stones are to be stored dry. Empty any containers of water, flush and allow the stones to dry.
    - Check that expendable supplies listed on the core list are present in their minimum quantities.
  - Support woodworking instructors with class materials prep as needed.
  - If desired, you may plan and promote a community arts experience or event for the culmination of your residency.
- Promote Arbutus Folk School to the community through channels such as social media, friends & family, or other connections.
- If you know someone who may be interested in an Arbutus artist residency, please share this opportunity whenever we reopen applications.
- Support Arbutus Folk School events where people-power is needed, such as our annual fundraiser or biannual ArtsWalk events.
- Participate in shop/studio meetings or other Arbutus staff gatherings
- By the last day of the residency, remove all work and leave your workspaces and storage areas clean and welcoming for the next artist.

**Do's and Don'ts:**

- The AIR will have 24-hour access to the woodshop except during conflicting activities (e.g. a class being held in the shop)
- The space is not intended for social gatherings not of a professional nature, and is unsafe for young children and pets.
- The upper loft area is off limits, although light storage along the ledge is okay
- Do not take tools or equipment home – please use inside of the woodshop.



**Arbutus AIR Agreement**

Arbutus Folk School is run with the support and cooperation of many volunteers and very few staff. It is critically important to maintain a positive, collaborative attitude. Clear and timely communication is crucial in creating this environment. When in doubt, check in! The AIR is a part of woodshop leadership and is responsible for the ongoing chores and routines that keep the space running smoothly, which in turn supports a high-quality experience for the entire community.

**Artist:**

I agree to the expectations in this document. I understand that my residency may be terminated at any time for not meeting expectations in this document.

Signed:

Name \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

**Arbutus Director:**

I agree to the expectations in this document.

Signed:

Name \_\_\_\_\_

Date \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Residency start date: \_\_\_\_\_

Residency end date: \_\_\_\_\_