

2023 Ceramics 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.

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 studio team, contributing to the studio's operations and maintenance as a volunteer and offering Open Studio access to the community as an employee. The AIR works closely with the Studio Manager to ensure students, instructors, and community members enjoy a well-maintained and smoothly operating studio. This position is intended for an 8-month duration, and we welcome AIRs to apply to join our teaching staff or find other ways to remain involved at Arbutus after their residency concludes.

Your residency dates will be:
[8 month duration]

AIR responsibilities in the studio are:

- Managing slop buckets – change when full (ranges from 0-7 bucket dumps per week)
- Wiping down all surfaces – when visibly dirty (ranges from 1-4 times per week)
- Mopping floor – when visibly dirty (at least once per week)
- Wash aprons and rags – when all are dirty (typically once every three weeks)
- Labeling bisqueware – once per week (approximately 30 minutes)
- Unloading kilns – as needed (approximately 2-4 times per week)
- Other tasks as assigned – see below

You will receive training for studio standards in the above tasks and will have the opportunity to grow your responsibilities according to interest and experience. Please be aware that we are entrusting you with these essential tasks for the duration of your residency. If you do not complete them, they will not get done, and the flows of the studio will be interrupted. Thank you for being a vital member of our studio team!

Your weekly Open Studio hours will be:
Monday evenings, 5:30pm-9:30pm

Your goal for the residency:
(eg. Gain marketable skills in studio management; build up a body of work for an exhibition or sale; explore and perfect three new techniques)

Expectations

Arbutus Folk School will provide the AIR with

- 24-hour access to the ceramics studio.
- A private loft space within our studio (please be aware that your private loft is not secured, and that staff must occasionally pass through your loft to access “deep storage” in the upper loft)
- Immersion in our growing community, including instructors, students, and guest artists.
- Opportunity to shadow Arbutus instructors to develop skills and confidence for teaching.
- Compensation for hosting weekly Open Studio hours (approximately \$500 over the course of the residency).
- Promotion in our social media, newsletter, and website
- Opportunity to exhibit your work or hold events promoting your work, including for purchase, in our downtown facilities
- One bag of clay per month from Arbutus stock, with unlimited access to abandoned or reclaimed clay

The AIR will agree to

- Use the studio space as much as possible and uphold an eight-month commitment.
- Engage with Arbutus instructors, students, staff, and guest artists for an enriching experience.
- Complete individually assigned tasks; AIRs can expect to spend approximately 6 volunteer hours per week on assigned tasks. Tasks fluctuate from day to day and week to week. Let the Studio Manager know if you are ill or taking time off so that she can ensure your responsibilities are covered during your absence.
- Host one weekly Open Studio session as a paid employee (4 hours/week, once per week), and ensure this shift is covered if you are ill or taking time off. AIRs are welcome to complete assigned studio chores as able during Open Studio hours.
- Be responsive to emails from office staff – this is Office Staff’s primary mode of communication. Be responsive to texts or calls from studio manager – this is the Studio Manager’s primary mode of communication.
- Help us promote you and your residency to the community by providing content for our social media and newsletter, such as photos and quotes. You should provide us with at least one good place to send people who are interested in you and your work – an artist website, social media account, contact email, blog, etc.
- Participate in studio meetings or other Arbutus staff gatherings, and complete a check-in meeting with the Executive Director once every eight weeks.
- By the last day of the residency, remove all work and leave your workspaces and storage areas clean and welcoming for the next artist.
- At the end of your residency, provide 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)
- Refrain from hosting unrelated social gatherings in the facilities, and do not remove any tools or equipment from the studio.
- Do not disrupt classes and other events held within the studio – please work quietly in your own area while classes are in session. Keep your personal items limited to your loft space.

- Work closely with the Studio Manager to ensure your work is integrated with the studio's schedule for firing of student work.

Arbutus AIR Agreement

If the expectations in this document are not met, the residency may be terminated at any time at the discretion of the Arbutus Folk School Executive team.

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

Name

Signature

Date

Phone

Email

Address

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

Name: Hillary Tully

Phone: 360-350-0187

Email: hillary@arbutusfolkschool.org

Address: 120 State Ave NE #298, Olympia, WA 98501

Signature

Date