

# Art Alliance of Greensboro Pottery Studio Guidelines

Welcome to the Art Alliance Pottery Studio. Our mission is to provide quality art instruction and foster a creative and supportive studio experience to our community. Please follow these guidelines when using our facilities.

## General Information

Program Director - Liz Bush 336 370 6895 [artalliancegso@gmail.com](mailto:artalliancegso@gmail.com)

Pottery Studio Manager - Patrick Rowe 336 328 6103 [potterystudiomanager@gmail.com](mailto:potterystudiomanager@gmail.com)

Security (2nd Floor) 336 253 5965 Pottery Studio 336 373 2901

## Studio Access

- You may work in the studio during your class time and open studio (schedule posted on the studio door).
- **DO NOT ENTER the studio for any reason during youth classes or the Saturday afternoon Intro to Pottery Class.** Please refrain from interrupting adult classes.
- Please sign in when working during open studio. The sign in sheet is located to the right inside the door.
- If the studio is locked, you may use the key in the lockbox to open the studio or kiln room. Your instructor will give you the code. Be sure to lock the door back before putting the key away.
- Only **adults** who are **currently registered** for a class may use open studio.

## Studio Safety

- **DO NOT SAND** any pottery in the studio. This should be done outside while wearing a mask.
- Use caution in the kiln room. Kiln surfaces may be hot!
- Make sure your wheel is turned off and clean any spills from the floor.
- You may lock the studio door when you are working inside. Please leave the key in the lockbox for other students.

## Cleaning

- You are responsible for keeping the studio clean.
- Allow ample time for cleaning your work area before you leave.
- Please make sure things are in order and the studio door is locked before leaving.
- If the garbage can is full, please empty it.

## Clay

- One 25lb bag of clay is included with your class fee.
- You may bring in your own clay, appropriate for cone 5 firing, for a firing fee of \$30.
- You may purchase one additional bag of clay during each session for \$45.
- Students are limited to 50 pounds of clay per 8 week session.

## Your Personal Shelf (Cubby)

- Only one cubby per currently enrolled student or active instructor.
- Your assigned cubby is labeled with your name and class. You can find the number on the roll sheet for your class.

## Art Alliance of Greensboro Pottery Studio Guidelines

- Contact the Pottery Studio Manager if you need to change your assigned cubby..
- **Art Alliance is not responsible for items left in your cubby. Do not leave valuable or irreplaceable items in the studio.**
- No items may be stored on the floor or on top of the cubbies.

### Studio Tools, Bats and Boards

- Please return any studio tools, bats and boards clean and to the proper shelf.
- Please do not dry pottery on studio bats. You may dry pieces on the ware boards.
- Ware boards and bats may not be taken home.

### Drying Shelves

- Please label all items you place on the drying shelves with your name and date. Unlabeled pieces will be disposed of.

### Kiln Room

- **Students are not allowed to load or unload kilns.**
- Please remove bisqued and finished pottery in a timely manner.
- **Fired Items left in the kiln room for more than 3 weeks will be discarded.**
- Load bone dry greenware onto the carts from the back first. Please do not bring greenware to the kiln room until it is bone dry and ready to load into the kilns..
- Place multiple small items on a piece of broken kiln shelf to facilitate firing.
- Allow 2 weeks for the firing of greenware and 1 week for glazed ware.
- Direct any kiln room concerns to the Pottery Studio Manager.

### Ornaments and Small Items

- **No one may fire more than 5 cookie cutter type or small duplicate items during a single session without the prior approval of the Pottery Studio Manager. Unapproved items will be removed from the kiln room.**

### Glazes

- Do Not add water to the glazes. Your instructor can help you with proper glaze thickness and application.
- Make sure that wax resist is dry before dipping in the glaze buckets.
- Make sure that glaze is dry before dipping or brushing another glaze layer.

### Registration and Payment

- All class fees should be paid before the first class of each new session. There is a locked box to the right of the entrance for cash or checks.
- Registration opens during the fifth week of each session for the following session.

### Memo and Bulletin Boards

- Please consult the dry erase and bulletin boards for information and updates.
- All items posted on the bulletin board must be approved by the Pottery Studio Manager or Executive Director.

Please feel free to ask your instructor or the Pottery Studio Manager when you have any questions or need further assistance.