

OHR-O'KEEFE MUSEUM OF ART

Studio Handbook of Policies and Procedures

Ceramics Studio

Office Address:

386 Beach Blvd
Center for Ceramics, Biloxi, MS 39530

Office Phone:

228-374-5547

Office Hours of Operation:

Tuesday – Saturday 9:00am-5:00pm

Mailing Address:

Attn: Ceramics Studio
P.O. Box 248
Biloxi, MS 39533

Studio Visiting Hours:

10:00am-5:00pm Monday-Saturday
Closed-Sunday

Contact Person/ Studio Manager:

Charlie Mabry, Director of Ceramics
ceramics@georgeohr.org Phone: 228-374-5547

Or

Heather Rumpfelt, Museum Assistant Director
assistantdirector@georgeohr.org

The Ohr-O'Keefe Museum of Art's (OOMA) Ceramics Studio, hereby referred to as The Studio, is a space, that may be rented and used, along with the equipment provided, to provide education and space for students to practice and learn the technical skills of ceramic production.

We want to keep this studio clean, organized, operating smoothly, and held to the standard of a studio representing the Ohr-O'Keefe Museum of Art.

Class Sessions

Class sessions are typically 8 weeks long with a week break in between.

During the week in between classes students may finish any remaining work but are not allowed to make any new work. On the last night of their class they must clean off their shelf and empty their locker. After the last class of the session, anything left will be discarded, except for work being fired. Any work remaining on the pick up bisque shelf or pick up glaze shelf or any of the communal studio shelves will be discarded at this time. Students are responsible for keeping track of any work being finished and picking it up promptly. During this week the studio will be thoroughly cleaned and organized.

Communal Areas and Studio Equipment

Failure to follow these guidelines may result in your work being discarded in an effort to keep the studio clean and organized.

Communal work areas are marked in blue on the studio layout. Communal storage areas are marked as Green. The Red Tables are for wedging and prepping clay and should be kept open for use and not used as work tables.

- Communal areas are to be used by any open studio artist or student.
- No one student or artist should monopolize the communal racks, and work should be finished and fired in a timely manner. If any one artist or student has a large amount of work taking up the communal storage racks they should finish that work and get it through the process before they start any new work.
- When an Open Studio Artist/ Student uses any of the studio equipment or spaces, Wheels, Bats, Etc. they must clean them afterwards before returning them to their proper place. This includes the sides of the bats! It is difficult to keep the studio clean and organized even with people cleaning up after themselves.

- When an open studio artist or student uses one of the pottery wheels, they must thoroughly clean the splash pan and wheel and put them back together.
- If there are empty shelves in the studio, artist and students are not allowed to use them for their own work.
- Do not use the floor to store clay or other items.
- The shallow black rolling shelf in the studio is for use by the Studio staff for tour and class projects in process.

Firing

- All work ready to be fired must be placed on the outside shelves marked bisque, cone 6, or cone 10, or Raku. This work must be cleaned on the bottom so that it is free of glaze.
- Work going onto the work “to be bisque” shelves needs to be completed and mostly dry. No in process work should be put onto the “to be bisqued” shelves.
- The pick up bisque shelf should not be used for storage as it becomes overly crowded and difficult for people to find their work.
- Bisqued work that an artist has begun glazing should not be returned to the pick up bisque shelf. It must be stored on the artist or students shelf until it is ready to be fired.
- Fired bisque work should be glazed and ready to fire as soon as possible.
- If you have any suspicions that the glaze on your piece to be fired may be too thick and might run please leave a note under your piece so the person loading it can take the proper precautions.
- Students may have their work fired in the Raku kiln on the days there is a Raku class scheduled (twice a month)

Workshops

On Days when there is a workshop in the studio. The studio is closed to Open Studio Artists and Students, unless otherwise instructed by the director.

Classes

Often the studio hosts classes, tours, and public activities. In this event, tables may be taken up in order for visitors to utilize the work areas for projects.

During a class or tour if there are extra wheels or empty tables, artists and students may work on them as long as they have the approval of the instructor.

Payments

Students must pay for their class session before their first class. Students may join the class later than the starting date at the Teacher's discretion. The class price will be prorated for them by number of classes.

Pet Policy

Pets are not allowed in the studio.

Selling Your Work in the Studio

Any studio artist or student may put pieces of theirs for sale in the museum studio as long as they get approval from the store manager and run all sales through the museum store with a 60/40 (Artist/Museum) split of the retail price.

Consequences

If any student fails to follow the rules of the Studio Handbook or Open Studio Contract they may receive a warning from the Director. If they continue to disregard or break the rules, they may lose the privilege to use the associated equipment or space related to the rule broken. If they continue to disregard or break the rules their contract will be terminated and they will have to remove their work (in process or otherwise) and personal items from the studio and not return.

Museum reserves the right to terminate any open studio contract. This termination may be, but is not limited to breaking the rules of the handbook or the Open Studio Contract, theft, being disrespectful to museum staff, museum visitors, or other students, etc. If terminated you will receive a refund for the remainder of the session purchased, calculated by week.

For Contract Teachers

Contract teachers are responsible for making sure their students are familiar with and follow the rules of the studio handbook.

Contract Teachers may have access to two shelves, one for their personal work and one for materials for their class.

For Studio Assistants

Shelves

Studio Assistants (Museum Employees) may use two shelves and open studio and all the same privileges of open studio artists.

Acknowledgement of Policies and Procedures Receipt

I, _____, confirm that I have received a copy of OOMA's Studio Handbook of Policies and Procedures. I understand my responsibilities as a student of OOMA's Ceramics Student.

Signature

Date

To be kept in Signer's file.