



Squeaky Wheel Potters Studio

Welcome Book, Studio Procedures,
Membership Agreement

Welcome to Squeaky Wheel Potters Studio
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Updated 2014

Welcome Letter

A remarkably generous man named Bob Tirman in 2011 created Squeaky Wheel Potters Studio for non-production artists. He had taken a beginners course in ceramics at AB Tech and realized that once the class was finished, there was nowhere for the learning ceramicist to continue growth outside of the equipment-filled classroom.

Out of the goodness of his heart and wallet, Bob completely built out a raw space in the Hatchery Building and with a number of fellow classmates, he organized an amazing functioning space that could foster 20 potters. Bob has a heart of gold and this philanthropic effort meant a lot to him. His vision was to see the studio as a successful, positive energy, thriving community of people who above all else wanted to help each other to grow.

His example of generosity of spirit in every way is our mantra as we move through our different stages of change and growth. Bob moved to Seattle in 2013 and the studio will always miss him. The dream is that the studio can carry on his commitment to doing what it takes to have 20 potters happy in a lovely space that nurtures and grows friendships and skill.

Squeaky Wheel Potters Studio provides an open, creative environment for experienced, non-professional clay artists. Its goals are to promote excellence in the work of clay artists, provide educational opportunities for artists, provide a gallery and sales space for artists' works, and encourage the public's appreciation and understanding of the ceramic arts. Squeaky Wheel Potters Studio serves its members by providing a creative environment with unlimited hours, and access to glazes and equipment. The facilities and organization are designed to allow artists to work in a collaborative, collegial environment that encourages individual expression and artistic growth.

TABLE OF CONTENTS

	Page
General Studio Information	2
Organization of the Cooperative	3
Squeaky Wheel Etiquette & Safety	6
Squeaky Wheel Pottery Procedures	8
Squeaky Wheel Glazing Procedures	9
Squeaky Wheel Firing Policies (The Kiln)	11
SWPS Membership Agreement	14

GENERAL STUDIO INFORMATION

Studio space is available on a first-come, first-served basis to all members:

- 920 square feet total (shared by up to 20 people)
- Personal ware rack for personal supplies and work-in-progress
- Dues are \$100.00/ month
- Membership extends month-to-month with 30 day notice for termination

Studio membership includes:

- 24-hour access
- Use of wheels and all common studio equipment
- Use of studio glazes
- Access to a computer, printer, and internet
- Gallery space and opportunities to sell work
- Regular kiln firings

Hours, Security, Safety

Gallery / Shop: Open at the discretion of members present

Studio: Open 24 / 7 to all members

In case of emergency:

- Dial 911
- A fire extinguisher is located on the wall in the kiln area
- A first aid kit and eye wash station are located above the sink
- MSDS / Hazardous Chemical information is located in the glaze area
- Member emergency contact and health information is located in the file box in the cabinet under the computer.

Studio Access

Each member will be provided with a key to the studio. Access to and use of Squeaky Wheel facilities (studio, glaze area, and kilns) is limited to current members. You are welcome to bring visitors to Squeaky Wheel, but they may not work or fire in the facility. Children are generally not to accompany artists while they are working. Squeaky Wheel is a dog friendly establishment for members.

Closing Checklist

1. Check that all faucets are fully turned off and sink area is clean.
2. All wheels are turned off.
3. Check that equipment is in its proper place, tables are wiped, and glazes are covered.

4. Turn off heater/air. In winter, keep temperature at 60 degrees.
Turn off overhead fan.
5. Turn off computer and music.
6. Bring in any outside signs or studio items.
7. Turn off lights, overhead, and display lights.
8. Make sure hall door is locked. Lock the deadbolt on the front door.

ORGANIZATION OF THE COOPERATIVE

Squeaky Wheel is organized as a 501(c)7, nonprofit enterprise. Those bylaws provide for meeting schedules, board members, committees, and other governance for the studio. As a member-run organization, there is an annual rotating schedule of tasks designed and shared by the membership. Generally one or more members will be responsible for one of the following before rotating to another. The task and committee list is evaluated annually and revised as needed. The tasks shall include, but not exclusively:

BOARD/LEADERSHIP: chair (runs meetings, coordinates with consultants, oversees committee assignments, etc.); co-chair (runs meetings in chair's absence, handles pottery sales with credit/debit cards or checks to Squeaky Wheel); secretary (takes minutes at meetings, maintains corporate records, coordinates with River Arts District Association, serves as contact person for landlord and building maintenance, etc.); and treasurer (monthly bill payment, dues invoicing, bank deposits, serves as contact person for bank, state and city offices, insurance, etc.).

STUDIO CONSULTANT: The studio consultant is paid hourly and is responsible for training on proper kiln procedures and glaze mixing, and other oversight of the studio including kiln and sink trap maintenance. The Board determines exact responsibilities, negotiates hourly rate, and number of hours to be worked. The consultant is also available during regular weekly hours to assist members on their individual questions, and concerns regarding their pottery.

GLAZE AREA: monitoring and restocking supplies, monitoring and mixing glazes.

KILN AREA: maintenance of kiln and kiln shelves, loading and unloading, scheduling firings.

PHYSICAL SPACE: gallery (monthly dusting of shelves, rotating and arranging wares for the most attractive set up that also allocates display space evenly, etc.); working studio (creating the most effective set up that also allocates storage space fairly, etc.); general maintenance of the studio (organization and de-cluttering, taking out trash and recycling, watering plants, straightening entry table, throwing away out-of-date posters and brochures, cleaning out fridge, etc.).

MEMBERSHIP: attracting new members, maintaining a waiting list, meeting with prospective new members to determine suitability, conducting new member orientations, and checking pottery studio email address.

MARKETING/SPECIAL EVENTS/EDUCATION: designing flyers/pamphlets, posting flyers, set up and staffing of Studio Stroll and Second Saturdays, maintaining website and Facebook page, scheduling workshops for members.

Deep Cleaning of Studio Space

Every other week there is a deep cleaning of the studio to include floor mopping, wiping down all surface areas, cleaning sink, dusting gallery area and taking out trash/recycling. All members take turns and typically each member will have two shifts per year. There is a checklist on the bulletin board in the office area. List is reviewed periodically.

Selling Work from the Studio

- No commission will be charged if the artist sells directly to a customer. During Studio Strolls, which are sponsored by the River Arts District Association, RADA typically charges a 15% commission. Participation in this event is optional.
- Artists are responsible for their own pricing and payment of any sales taxes. Any member can accept payment for another's work so long as the piece is clearly identified with the name of the artist, the price and any payment conditions.
- Payment and receipt will be kept in an envelope with the artist's name in the lockbox inside the office supply cabinet. If the payment is via credit card or check to Squeaky Wheel, a check will be written to the artist within two weeks of the sale. Credit card fees as charged by the bank will be deducted from the amount.
- There is a rotation of display shelves that are assigned for each artist's work. In addition, there is a board for displaying necklaces, magnets, ornaments, and overflow shelves at the bottom of the display areas. The rotation of work is done once a month. Every artist gets approximately the same amount of shelf space.

Working Environment

In order to maintain a healthy and respectful working environment:

- Leave all shared spaces clean and keep private spaces clean (no janitor service is provided).
- Be aware of the toxicity of your art materials (silica, dust, fumes, etc.) and keep them under control. You must work outside when doing something that creates a lot of dust and/or fumes. Be mindful of diners if White Duck is open.
- Do not wash clay down the sink.
- Do not touch or move other artists' work.
- Do not remove tools and materials from other artists' personal shelves.
- Agree upon music selection and volume or default to silence and headphones.
- Studio artists recycle their own clay or relinquish it to the common bucket.
- Clean up after yourself when using the sink or common areas.
- Notify a board member for repairs or in case of problems.
- Smoking is not permitted inside the studio.

Billing Procedures

Membership dues are due on the 1st day of each month, payable by check or money order – no cash. Studio artists paying after the 10th of each month will incur a \$10 late fee. Checks should be made out to: Squeaky Wheel Potters Studio. A drop box is at the studio for checks, or they can be mailed to Squeaky Wheel Studio, 1 Roberts St., Suite 151, Asheville, NC 28801.

Sub-Leasing

Studio spaces may not be sub-leased. If an artist must leave for a specific length of time during a member's term, he or she will terminate their agreement and give a 30 day notice. Returning members in good standing will be given priority on the wait list.

Termination of Membership

Studio artists must give at least 30 days' advance notice to terminate their membership. Members should be willing to resolve personal differences amicably. Any member who acts in a way that is intimidating, divisive, undermines the studio mission statement, or fails to pay will be asked to leave.

Insurance

Liability and property insurance for the common studio equipment and work areas is provided by the studio. Personal property, including tools and clay works finished or in process shall be the sole responsibility of each individual member. In addition there is a board of directors liability policy.

Trash Disposal

Each member shall be responsible for keeping the common area free from debris. All flammable or hazardous materials shall be properly disposed of. There are street side dumpsters for emptying the trashcans and recyclables. If you notice either is full, take the bag out to the curbside pickup area.

SQUEAKY WHEEL ETIQUETTE & SAFETY

In order for everyone to have a positive, safe, and orderly experience, keep these in mind:

- Treat others as you would like to be treated. Everyone working in the studio is responsible for the condition of the space and what happens in it.
- Be fair in your use of work table surfaces and storage areas. Consolidate and share space with others.
- When finished working, clean your area and any studio equipment or tools you used. Clean the wheels, wedging table, and other surfaces after each use. Squeegee tables after sponging. Wipe wheels down with rag after sponging. Leave your work area cleaner than you found it and be considerate of others.
- Bats, boards, molds, tools, and other equipment must be washed and returned to their designated areas after use. Do not leave anything in the sink.
- Everyone's storage space is sacred. Respect your assigned sections, and don't overflow into other areas with storage.
- Clay and other items must be kept in assigned areas while not in use.
- When pieces are completed, they should be put in your personal space or on the drying racks. Once dry, transfer to the green ware shelves to be bisque-fired. After firing (bisque or glaze) remove your items from the finished rack in the kiln room as soon as possible. When placing pieces on the drying, greenware or glaze cart racks, place in such a manner as to leave room for other people's items without having to move yours.
- Watch your elbows, arms, bats, boards, etc. when placing items on the shelf. Please be aware of the other masterpieces on the shelves. Do not move or disturb other people's artwork, especially greenware.
- Return tools (cleaned) to their proper location after you use them. Please do not take studio tools home with you.
- Use equipment properly and treat it with respect. Equipment is expensive to fix and difficult to replace.
- Computer and associated printer is to be used for music, Squeaky Wheel business, looking for inspiration on the internet. Do not store personal documents on the computer (such as resumes) and do not use for personal web surfing.

- Limit noise. Keep loud conversations and cell phone use outside the studio. Make sure music works for everyone. If studio is open to the public, or there are other potters in the studio working, no talk radio.
- Resolve personal issues/differences quickly and amicably. Speak directly to the individual that will make a difference. If needed go to a board member. Please don't gossip. We want to keep Squeaky Wheel a happy place to work.
- Smile, be positive, and have a fun time.

Studio Safety Rules

For your safety and the safety of others, you are required to be familiar with and observe these safety regulations:

- Be Neat. Cleanliness is fundamental for safety. Make sure floors are clear of items that could cause tripping.
- You are not to operate machinery on which you have not been trained or assigned. No firing of kilns or mixing of glazes unless you have been trained.
- Caution: when working alone in the evening, lock the door and be alert.
- Jewelry, ties, and loose clothing is hazardous and must not be worn while working on the potter's wheel, using kilns, or making clay. Long hair should be tied back when operating machines with moving parts.
- Clean up of work areas should be done with a wet sponge. Avoid sweeping in the ceramics lab as it raises dust that will remain airborne for days. Sweep gently when needed in such a manner as to not raise dust. Water is the best solution for cleaning.
- Dust masks must be worn when making clay or glazes. Rubber gloves should be worn when appropriate. Consider wearing a mask when sanding outside.
- Eye protection should be worn at all times when it is appropriate.
- Do not sand dry pieces inside the studio. This creates micro fine silica dust in the environment and can cause silicosis, a potters' lung disease. Instead, damp sponge the item to remove rough edges or sand outside away from eating areas.
- If you eat in the studio, clean up after yourselves. Return service items to White Duck Taco.
- Be aware of floors that may be slippery when wet.

- Don't lift objects that are too heavy for you. Get help from other members.
- Avoid leaving work out on common tables for long periods of time or overnight.
- Dogs that are people friendly, pet friendly, and well behaved are allowed. Please keep them out of the way.
- Please do not bring children under the age of 12 to the studio as the kiln and glaze rooms are open and our tools and supplies cannot be made child safe.
- Turn off electric wheels after each use and clean them. Do not get electric wheel foot controllers wet.
- Be careful with washes like iron oxides and heavy metals, as they stain and overexposure is harmful. Use gloves.
- There is a first aid kit above the sink you may use. All accidents, including minor scrapes or cuts should be reported to a board member. If there is an emergency of any kind call 911 and exit the building if necessary.

SQUEAKY WHEEL POTTERY PROCEDURES

Condition of the Studio

- Sponge up spills on the floor and splatters from the walls.
- Tables are to be wet-wiped clean using sponges and squeegee. Clean the wedging table and wire if used, keeping red clay off of the white side. Thoroughly clean the extruder after use.
- Sinks should be wiped out and counters wiped off and dried. Do not leave tools or equipment in sink area, on the tables, or on floors.
- The clay trap under the sink will be inspected and cleaned by the studio consultant as needed.

Wheels

- Wheels are to be turned off and cleaned after each use.
- Wheel heads, pans, and stools must be cleaned with sponges and dried with a rag after each use.

- Sponge or mop the floor around wheels to remove clay splatter and sitting water.
- Remove greenware from studio bats as soon as possible rather than letting them sit to have the bats available for other potters use.
- Bats must be cleaned and dried after each use and returned to storage rack.

Clay Materials

- Clay must be stored in personal designated areas. No heavy bags on shelves.
- Only premixed clay may be used in the studio, unless you are trained in clay reclamation or coloring.
- Clay scraps must be deposited in appropriate bins or in slip containers. If large amounts (bigger than your fist) carry out to dumpster yourself.
- Slip must not be poured down the sink drain. Pour slip into the throw away bucket under the sink.
- Empty clay boxes are to be broken down and taken to the trash bin or broken down and stored in glaze area above cabinet.
- Follow safety rules when using the slab roller, extruder, or wheels. Ensure loose clothing and hair will not get caught; keep fingers away from rollers or other tight spots.

SQUEAKY WHEEL GLAZING PROCEDURES

Shelves, coils, and the kiln itself can be damaged or even destroyed due to improper glazing. If you are even remotely in doubt, ask someone to help you. Basic glaze materials and supplies are available. Glazes will be mixed as needed. Only members suitably trained shall be permitted to mix glazes. Members are encouraged to learn how to mix glazes. Training will be provided by glaze committee members or the studio consultant on a periodic basis. Please clean up after you are finished and leave the glaze room in a safe condition. Please familiarize yourself with the following tips and procedures:

- Correct glazing is the responsibility of the member. If you submit a piece improperly glazed, it will be rejected until you resolve the issue. Rejected pieces will be left on the glaze cart with a note as to the issue.
- All outside glazes (that are not commercially produced) must be approved by the Glaze Committee prior to firing in Squeaky Wheel kiln(s). This policy ensures the

safety, correct firing temperature, and non-toxicity factors to prevent contamination of our kilns and other ware.

- Squeaky Wheel currently fires glazes at mid-range with a maturation range of Cone 6. Most commercial glazes are fine as long as they fire to cone 6 range. Look for mid-range glazes at Highwater.
- If not food safe, any item for sale must be so marked.
- If melting glass, check with kiln committee to make sure it is appropriate glass. Melted glass is not food safe.

Basic Tips

- Take your bisque piece and wax the bottom/feet leaving $\frac{1}{4}$ inch around the entire bottom. You can also choose to just wipe off excess glaze from the bottom and the rim, however, waxing makes it easier.
- Be VERY careful with wax. Wax only on top of newspapers. Wax left on surfaces ruins someone else's piece. Throw the papers away, do not return them to be reused.
- When hand-glazing commercial glazes with a brush, generally apply three coats. When using dip studio glazes, generally done in one dip coat.
- If you choose to double dip, do so only on upper half of piece.
- Be tidy and use a sponge to clean off excess glaze, particularly in places where your piece comes into contact with a kiln shelf. Most importantly, thoroughly wipe the bottoms and feet until they are glaze-free, even in cracks and grooves.
- Glazes must be applied by brushing, pouring or dipping. Spraying, air brushing, or dusting are not permitted.
- Make sure pieces are not over-glazed before submitting for firing. This occurs when too much glaze is applied, and the dry glaze is cracking off the piece when sitting there.
- If you do not know how to glaze properly or want a lesson, ask the studio consultant, or a member of the glaze committee. Other studio member can also help, time permitting in their schedules.
- Check to ensure that glaze names on lids match their buckets.

- Use one glaze at a time. Close that bucket before opening another one. It is too easy to contaminate glazes if not careful.
- Use very clean brushes to avoid glaze contamination.
- Inform the Glaze Committee or glaze adopter if the glaze bucket is empty or low. (Low is below the area where the bucket handle hangs.)
- Lay down newspapers in the glaze area to make clean up easier. Throw them away after use.
- Clean up glaze area when finished. Rinse all brushes, bowls, pouring cups, tongs etc. Wet-wash glaze area tables thoroughly and squeegee dry. Wash inside of bucket lids in sink.
- Make certain all the equipment is thoroughly cleaned of glaze before returning equipment to proper storage area.
- Keep glaze and wax in designated areas.

Glazing Checklist

1. The feet/bottom of my piece has been waxed and dried.
2. There is a 1/4 inch gap between the edge of the glaze and where it sits on the kiln shelf.
3. The bottom of my piece has been thoroughly wiped and is glaze-free.
4. The piece isn't too heavily glazed and has not been completely double-dipped.
5. Glaze meets Squeaky Wheel specifications.
6. Consideration has been given whether the glaze being used tends to run or stay put.
7. Leave detailed notes if special instructions to the kiln committee are needed.
8. If you want the piece fired on a cookie, put it on one.
9. If oxides were used on the bottom, place it on a bit of broken kiln shelf.

SQUEAKY WHEEL FIRING POLICIES (THE KILN)

- Kiln space will be equally available to all members. Squeaky Wheel fires for members only due to limited kiln space and resources.
- Members are encouraged to learn how to load and fire kilns. Training will be provided by experienced kiln committee members or the studio consultant on a periodic basis.
- Remember that a bisque firing holds two to three times as much ware as a glaze firing. Please be patient once you have submitted your pieces for glaze firing. The Kiln Committee will process pieces in a fair, timely manner whenever possible.

- Presently, all bisque firing will be to cone 04 and all glaze firing will be to Cone 6. This may expand as we grow and experiment.
- Pieces will be fired on a first-come, properly glazed, best-fit basis.
- All loading of kilns shall be at the discretion of the Kiln Committee. Sometimes pieces are difficult to arrange in the kiln and space must always be maximized; therefore, some pieces may get fired before others.
- To minimize the possibility of explosions inside the kiln, no pieces with a wall thickness of more than one-half inch will be fired.
- The Kiln Committee reserves the right to reject pieces (s)he deems unfit for firing. Most often rejections are due to improper glazing. Please glaze properly. If you aren't sure, ask someone.
- Remember to practice the art of detachment. Despite everyone's best efforts and intentions, things do get broken while being loaded or unloaded. Things sometimes explode in the kiln during firing and pieces are ruined or destroyed. Don't fall in love with your piece until it is safely at home.
- We are not equipped to handle production potters — making large quantities of items for sale. Nor are we equipped to fire all large pieces for members. Large pieces are defined as those requiring 1/2 a kiln shelf or more, taller pieces, or those requiring an entire kiln to fire.
- Members making pieces requiring extra kiln space may have to wait longer to receive their pieces in order to afford equal kiln space to everyone.
- Special requests will be considered on a case-by-case basis. No guarantees can be made as to if or when items will be fired.

Kiln Safety

1. Do not touch or open a hot kiln at any time.
2. Do not place items on, under, or near the kiln while it is firing.
3. Typically the kiln is not to be opened when hot. All ware is removed at a temperature that can be handled without gloves. If required for extenuating circumstances, wear gloves and eye protection if dealing with a hot kiln.
4. If you notice the kiln firing improperly, call the Studio Consultant or a Kiln Committee member immediately.

NOTES:

**SQUEAKY WHEEL POTTERS STUDIO
MEMBERSHIP AGREEMENT**

I have been provided a copy of the Squeaky Wheel Potters Studio membership agreement and studio guide. By signing below, I agree to all the terms and conditions of this membership agreement. I understand that this form will be kept on file at the studio in case of emergency.

Member Printed Name

Member Signature

Date

MEMBER INFORMATION

Name: _____

Address: _____

Email: _____

Number: _____ **Alt. Number:** _____

Emergency Contact Name: _____

Emergency Contact Number: _____

Important Health Concerns / Allergies: _____

Other Comments: _____

Internal Use: Date Membership Started: _____ Accounting Program: _____ Gmail Group _____

Web Master (website) Notified _____ Cleaning Program _____

Shelf Space and Clay Storage labeled: _____ Tag for Sales Space _____