

Munroe Center for the Arts
Ceramic Studio Guidelines

Our ceramics studio is equipped with 9 available pottery wheels, work tables, basic tools, and a slab roller. Typically, our studio has about 10-12 different glazes, with a combination of dip or paint-on types, as well as underglazes available. Enrolled students have access to shared clay, with Laguna B-Mix White, Standard 112, and 80 bodies in-stock. All pieces are fired at mid-range in our two electric kilns.

1. All ceramics students are expected to adhere to the Munroe Center for the Arts (MCA) behavior guidelines, outlined on our website - munroecenter.org/classes
2. No ceramics student, whether new or returning, is allowed in the studio outside of a registered program, unless previously arranged with MCA staff. Students picking up either completed or in-progress work should first check in with the office
3. Under no circumstances should a student enter the kiln room - please inquire directly with instructor(s) or administrative staff regarding firing status
4. This studio is a cooperative space and should be treated with respect and care!

All students, from seniors to youth (ex. Clay Creations), are expected to assist in clean-up. Part of ceramics instruction is learning proper clean-up practices and studio etiquette! Any ceramics student is encouraged to bring a spare towel and apron

Studio Housekeeping

1. Please help us keep our studio and storage organized!
 - Ensure any glaze is wiped from the bottom of pieces with a damp sponge
 - All students are expected to mark their name on the bottom of each piece. In-process pieces can be placed on a bat, covered with plastic, and labeled with masking tape
 - All pieces must be stored on a student's individual shelf, or on wire racks to be fired
 - Due to limited storage, any additional personal tools or materials brought cannot be stored on the student's own shelf unless otherwise coordinated with staff
 - Students who may return for the following semester are recommended to bring tools and all in-process projects home for safe-keeping, to ensure nothing is misplaced during clean-up in-between semesters
2. Please be careful placing pieces on the wire racks to be fired
 - Projects should be placed towards the back-left, and should be moved by staff only as the kiln is loaded and unloaded
 - Pieces will be shifted from shelves labeled greenware to bisque claim (after fired) to glaze, then completed glazed pieces will be unloaded on white shelving to the right when entering the studio room
 - Please do not touch or move another students' piece. Ceramic work is humbling and

accidents do happen - in the event that staff, another student, or the kiln itself may cause any pieces to be broken/damaged, students will be notified

3. The studio may **NOT** be utilized for bulk / production pottery (creating new pieces at high scale and frequency, with the intent of sales)

- If testing different glaze combinations, student should first refer to glaze test tiles available in the studio; second to this, students should limit to small sizes for personal experimentation pieces
- A student who appears to be producing multiple pieces in quick repetition will be reminded of this policy and may be required to pay additional materials fees, upon Ceramics Studio Manager and Programming Director's discretion

Cleanliness

1. It is each student's responsibility to clean their space and tools at the end of each class.

- Any tools/equipment must be washed/sponged free of clay and either set in drying areas or returned to storage.
- Many signs are around the studio with additional information for clean-up, including cleaning pottery wheel, what clays to recycle, and a guide for tool cleaning / storage. If unsure of how to clean / where to store anything, please check with the instructor
- Clean paint on glaze container rims before closing to prevent buildup
- Students should utilize the clay/slip bucket kept in the sink when rinsing hands, tools, buckets, bats, etc.
- Do not wash off clay or glaze in other sinks outside the studio, as this will clog piping!

2. Clean wet, using a damp item - never sweep!

- Working surfaces and shelves can be cleaned by wiping down with a wet sponge
- Rinse clean-up sponges frequently
- Spills should be cleaned up in a timely manner. If there is a significant amount of water, please alert the instructor

3. Please help us with dust management to keep the studio safe!

- HEPA filters should be turned on when there is no one in the studio (ex. overnight)
- Shared equipment such as the slab roller and wedging table will be wiped down before class ends
- No tools / practices that will spread dust are allowed in the studio, especially sanding drying or bisque-fired pieces

4. Please be mindful of shoes, hands, etc. for any clay residue when exiting the studio.

- Wet clay should be removed from surfaces and dried clay can be wiped with a damp paper towel

Materials

1. A **required materials fee** is charged for each registration of a semester-length class. This fee goes directly to ensure a fully operable studio and funds material orders (clay, glazes, additional tools)

and kiln/wheel upkeep

2. Clay is a communal material; MCA restocks clay as program volume and instructors deem necessary

- Hands must be free of clay/slip before touching the bags of clay
- If there is a need for a new bag of clay opened, please check first with the instructor
- Clay bodies available will typically be consistent through a full semester; if a student is interested in trying a specific mid-fire body outside of what is stocked, they can communicate with their instructor and the Programming Director - staff cannot guarantee any changes in clay bodies, especially mid-semester

3. A display of sample glaze tiles is available for students' reference in the studio. Please be mindful of etiquette for both paint-on and dip glazes, making sure to clean around lids to prevent build-up

4. Certain materials are not allowed in our studio

- Any students interested in bringing and using their own materials must confirm with their instructor ahead of time, especially if said materials would run through the kiln

Kiln Schedule & Pick-Ups

1. Kiln firing frequency is dependent on ceramics programming needs (with increased volume of pieces fired at the end of each semester)

- A piece's turnaround time may be impacted by its size, how damp/thick it is at the time of kiln loading, numbers of other dried projects to fire, etc.
- Kiln use is shared across all of our ceramics programs. Please be mindful of large and/or irregularly shaped pieces; students will be asked to build 10-15" or smaller, to allow a continued regular firing schedule and to allow proper storage
- One piece may take 2~4 weeks for an entire cycle of bisque and glaze firings, depending on size and materials used. Staff cannot guarantee a piece will be done by a specific date close to the last class date, especially in the event of potential make-up classes

2. Students will be alerted near the end of semester for build/fire timelines and pick up dates

- A sign for reference in the studio will alert all students to the final working dates (ie. using clay for new projects) and final anticipated firing dates in the last few weeks of each semester; likewise, signs in the studio and/or direct email alerts will provide dates for picking up completed pieces
- Pick-up dates are subject to change depending on size, damp/thickness, and make-up schedules - all students are welcome to contact our main office before stopping by to confirm that the final kiln unloading has occurred!

3. Final projects can be picked up either inside the studio or in the hallway right outside

- Bisque or glaze fired pieces will be held for 2 weeks past pick-up dates. If any student may be unable to pick up within that window, **please contact staff to ensure any piece does not get moved or recycled during the studio cleaning in-between semesters**
- Fired pieces for adult programs will be lined up on white wooden shelves to the right of the studio entrance; the studio may not be accessible outside of regular office hours

(9am-5pm M-F), so students unable to pick up during that window should contact the office for alternative arrangements to ensure the studio is accessible

- Students from adult programs are encouraged to bring small boxes / bags, if they anticipate taking home multiple projects simultaneously. Extra boxes / bags for carrying are often available in the main office or studio itself, upon request
- Projects from youth/teen classes and week-long vacation programs are typically available on wire rack shelving in the hallway outside of the ceramics studio, labeled by program name or class day. These will be available as long as the building is open, typically 9am to 9pm on weekdays and 9am to 2pm most weekends