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SMFA Ceramic Studio
A005, A005A, A005B
Studio Manager: Stephen Powers
Stephen.Powers@tufts.edu

OVERVIEW

The SMFA Ceramic Studio supports an array of ceramic processes, including but not limited to: throwing, hand building, slip casting, and glazing. The studio encompasses 8 distinct rooms.

- A005** – Main Ceramic Studio
- A006** – Drying Room
- A004** – Kiln Room
- A008** – Ceramic Managers Office
- A010** – Glaze Room
- A005C** – Clay Recycling Room
- A005A** – Flex Process Space
- A005B** – Stock Storage Area

This document covers general Ceramic Area policies, as well as policies specific to the Main Ceramic Studio in room A005.

CERAMIC STUDIO STAFF

Day-to-day management of the Ceramic Studio is performed by the Ceramic Studio Manager and a Studio Manager Assistant. The Studio Manager and Studio Manager Assistant work with student workers, instructors, and student users to maintain a safe, healthy, and friendly studio environment.

Staff can answer basic questions about the studio, but they are not meant to instruct or “fill in the gaps” of information missed from unattended classes.

The Studio Team reserves the right to close the studio at any time. We strive to keep the space accessible as much as possible, but maintenance, safety, and staffing issues do happen. Check the studio door for any notes on closings.

CERAMIC STUDIO CONTACT INFORMATION

Studio Manager: Stephen Powers
Stephen.powers@tufts.edu

Studio Manager Assistant: TBD

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ACCESS AND HOURS

The Ceramic Studio is open when the 230 Fenway building is open, except during class time. The studio is closed during holidays and between semesters.

An up-to-date class schedule is posted on the main door of the studio. During class time, access to the studio will be limited to use of the wheel or flex space at the discretion of the instructor. The flex space is the area adjacent to the main studio and is divided by shelving.

FOR STUDENTS ENROLLED IN CERAMIC CLASSES

The Ceramic Studio is a low hazard sculpture facility that is open every day, including weekends. Classes take place in the main studio Monday through Friday.

Outside of class times, the studio is available on a first come, first served basis.

FOR STUDENTS NOT ENROLLED IN CERAMIC CLASSES

Students wishing to use the Ceramic Studio who are not enrolled in a ceramic class AND/OR are seeking to pursue an on-going project in ceramics must first contact and be approved for studio access by the Studio Manager. Please be aware that space may be limited in the studio due to the high volume of users.

If approved, the student will be notified by email and should schedule a meeting with the Studio Manager to go over safety and technical policies of the studio. Once approved, a student may work independently and keep works in progress in the flex space. However, they must clean up and store all tools and other materials in between work sessions. This means the tables are cleared at the end of work sessions and no personal belongings remain in the studio.

WHEEL ACCESS

For students not enrolled in ceramic classes who wish to ONLY wheel throw and are not making huge productions of work, studio access will remain available on a first come, first served basis outside of class times.

Work must be appropriately stored, labeled, and removed swiftly upon completion. No storage of personal belongings, completed artwork, or tools is permitted within the studio.

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Please note: Most ceramic classes are at capacity, which means there are NOT extra wheels, and wheel use during the school day will be extremely limited. There are wheels in the flex space for use during class time with permission of faculty teaching at the time you wish to work. Please consult prior to the time you wish to work with the appropriate faculty member.

STUDIO ETIQUETTE

Respect the space and respect your community. You are responsible for the condition of the space and equipment while you are using them. Please immediately report any issues, damage, or messes left behind by previous users so that they may be addressed promptly.

Do not leave anything sitting in the sinks.

USING THE CERAMIC STUDIO

The following information is provided for all program participants to understand the SMFA Ceramic Studio operations and procedures. We welcome your comments and suggestions as a means of helping us to continually respond to the interests and needs of our program participants. Classes and studio time are offered through SMFA to provide instruction and encourage enthusiasm in the ceramic process.

CLAY

- Each student enrolled in a full-term course receives the right to utilize the stock clays in the studio
- Students wishing to use large amounts of clay are required to request an amount from the studio manager.
- Only stocked clay may be used in our studio without prior approval
- Ask your instructor for information on choices of clay. Our selection is subject to change depending on availability.
- Clay that is being stored in the studio must be stored in the appropriate bins
- If you wish to purchase clay outside of what is provided in the studio:
 - You must first seek approval from the Studio Manager.
 - Your clay is your responsibility. Please label your bag, make sure your bag is sealed tightly and do not leave your clay out. The SMFA studio team will not be responsible for replacing lost or dried out clay.
 - Clay must be removed from the studio at the end of each term

STUDIO STORAGE

The Ceramic Studio has a limited amount of storage space available for each student and independent studio participant. Allotments may change term to term based on the number of enrolled participants and the needs of the studio.

- Clay may be stored in bins under the wedging table.
- Each class will be assigned a shelf at the beginning of term. Shelves are arranged by class.
- If you require extra or unique storage space (ie tall piece storage) please contact the Studio Manager, or Instructor prior to leaving work. Label all work not in your assigned space. The Studio Manager reserves the right to remove unlabeled projects not on assigned shelves.
- All work MUST be removed by the last day of review boards
- The SMFA studio management team is not responsible for personal belongings left in the studio.

FIRING PROCEDURES

Please follow glaze firing procedures located in the glaze lab.

- Students are responsible for placing their work on the appropriate racks to be fired
- Place work toward back of shelves so they won't need to be moved
- DO NOT touch anyone else's work to prevent accidents. Ask for assistance if room is needed.
- Pick up work once fired, space is limited
- Sign every piece CLEARLY on the bottom to prevent confusion
- Keep a record of your work with drawings, notes or photos
- DO NOT take work that is not yours, if unsure ask your instructor for assistance
- The SMFA studio team is not responsible for lost or stolen work
- Only clay from the studio will be fired
- Commercially prepared glazes and underglazes purchased by students must be approved by the Studio Manager or assistant prior to submission for firing.
- Kilns are fired according to the needs of the entire studio
- Kilns will be fired when there is enough work to fill a kiln
- Requests will be considered, but it is the prerogative of the Studio Manager and assistant to determine the kiln loading and firing.
- Each piece must pass a set of standards in order to be fired.
- The studio manager and tech reserve the right to reject work that is unsuitable for firing.

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- Rejected work will be left on the cart in the middle of the drying room with an explanation of why it was not fired.
- Greenware will not be fired if it has not properly dried – consider it may take several days to several weeks to dry depending on the thickness of the piece.
- Dry your pieces on your shelf.
- Pieces with too much glaze or a bad glaze combination will not be fired
Consult your instructor if unsure if your piece meets any of these standards
- DO NOT touch the kilns
- Dates for LAST WET WORK and the END OF TERM are posted in the studio.
Work placed on shelves after these dates will not be guaranteed finished before the beginning of the next term.