

CARBONDALE CLAY CENTER

135 Main St. | Carbondale, CO 81623
970.963.2529 | info@carbondaleclay.org | carbondaleclay.org

The Resident Artist Handbook

This Handbook will help you understand the experience and expectations of an Artist Residency at the Carbondale Clay Center. It is your responsibility to understand these expectations and to use them to assist you in making your decision to join the program. In the event you become a Resident Artist at CCC this handbook outlines our mutual agreements and understandings.

A Carbondale Clay Center Residency is an ideal opportunity for a developing artist who is looking for a place to pursue focused work while gaining teaching experience and valuable technical skills through monthly studio tasks and personal studio practice. Residents should be enthusiastic and dedicated to their artwork, enjoy working with other people in a community studio setting, and have a working knowledge of the ceramic medium. Previous experience working in a ceramic studio is strongly preferred.

The residency program at the Carbondale Clay Center is designed to encourage the creative, intellectual, and personal growth of emerging and established ceramic artists. Residencies range from one to two years. The Clay Center's Director and a selection committee choose new residents once a year in the spring. The selections are based on the quality and artistic merit of the work, and the diversity of the prospective group in terms of commitment, work, background, and stage of career development.

What you can expect from us:

- Shared studio space of approximately 200 square feet
- \$100 monthly stipend
- 24hr access to all facilities
- Teaching opportunities with competitive pay
- Exhibition opportunities and retail gallery representation
- Ongoing efforts to introduce and help build relationships between Residents and prominent artistic figures in the Roaring Fork Valley.
- Help in Residents achieving their professional goals within the scope of the Residency and to the best of our abilities.

What we can expect from you:

- 20hrs per week of active studio time, in the pursuit of Resident goals
- Up To 30 Resident Hours per month. Any hours after the initial 20 will be paid at Colorado Minimum Wage
*exceptions may apply during months of CCC's large fundraisers/events (outlined below)
- A primary instructor for adult, kids, and outreach classes offered at CCC
- Bring unique perspectives and experiences to CCC through engagement with students, visitors, and events
- Strongly encouraged to participate in the making and donating of works for our two annual fundraisers
- Donate a quality piece, representative of your time as a resident, to the CCC permanent collection
- An introduction of yourself and your artwork to the community in the form of a Public Artist Talk / Visual Presentation to be held in October following your arrival

Residency Duration

The Residency is a one-year program, with the opportunity for a second year. The program begins September 1 of the application year and goes to August 31 of the following calendar year. Modification of the dates of the residency can only be made with the approval of the Director and the Board. Director and Studio Manager will initiate discussion of second-year opportunity in the Resident mid-year review. It is the Residents' responsibility to notify the Director in writing no later than February 1st of the intention to stay for a second year.

If a Resident finds it necessary to take a temporary leave or terminate their residency before the expiration of the twelve-month term, they are required to inform the Director in writing, promptly. The Resident and the Director will use their best efforts to come to an agreement regarding the need, length, and acceptability of temporary leave.

Residents agree to keep the Director/Studio Manager informed of any residency related needs or concerns that need clarification or assistance. Residents should initiate the conversation via email outlining concerns and comments, while also requesting to schedule a meeting.

All residents are expected to conduct themselves in a mature, professional, respectful manner as a Resident at the Clay Center, as well as a member of the Carbondale Community. While the Clay Center hopes this never to be the case, unprofessional conduct or behavior which adversely affects CCC or extended periods of studio inactivity will result in the immediate termination of the Resident Contract, and the offending individual will be asked to leave and immediately fulfill the departure checklist.

Resident Hours

Each Resident is required to contribute up to 20 hours of unpaid work and approximately 10 additional paid hours per month. All time exceeding 20 hrs will be paid out at Colorado minimum wage on a monthly basis. Hourly breakdown of tasks may fluctuate each month, but Residents can expect their hours to fall into three main categories: *Studio Maintenance*, *CCC Events/Happenings*, and *Resident Roles*.

Studio Maintenance consists of a weekly studio clean up, weekly staff meetings, clay reclaim, glaze mixing, unloading and organizing of material deliveries, supervising studio use, cleaning and organizing studio, and other tasks required for efficient and effective daily studio operations.

CCC Events/Happenings include work done at, or in preparation for, First Friday Gallery Nights, Exhibition Receptions, Fundraising Events, Class and a Glass, Glaze Days, and other events hosted at or by CCC. *Many of these in-person events have transitioned partially or wholly to online or take-home kits due to the COVID-19 pandemic.

Resident Roles will be determined based on the needs of CCC as well as Resident interests and experience. Possible roles may include but are not limited to Gallery Assistant, Studio Technician, and Marketing Assistant. The detailed job description of Resident Roles will be given upon the assignment. Resident Roles are intended to give Residents the opportunity to work in a specific area of CCC operations to gain valuable experience while aiding CCC in its continued success and future growth.

Residents are responsible for tracking their Resident Hours independently and will provide the Director their monthly timesheet no later than the 5th of the month for the preceding month's hours worked. It is up to the Residents to communicate with the Director and Studio Manager upon completing their monthly 20hrs. In the event of extra hours, Residents should not exceed 30 hrs without Studio Manager approval.

Resident Expenses

Materials

Residents will turn in material usage form for the preceding month by the 5th. Materials are ordered as needed, and residents are charged at cost. Residents will pay the balance within 7 days of receiving an invoice for material usage.

Firings

Kiln rates are available to residents at cost and are subject to change based on the most current rates of gas and electricity. Residents will pay the balance within 7 days of receiving an invoice for monthly firings. Residents must be fully oriented to kiln operations, and perform labor associated with the firing of their work. Kilns are signed out in advance on the monthly firing calendar.

Living

Residents are responsible for securing their housing and transportation arrangements. We are happy to assist you when we can. Please do not use the Clay Center as your personal mailing address. See the "Our Town" section for more details.

Resident Studio Spaces

Residents will be assigned a shared studio in the building adjacent to the main facilities. Please see "Facilities" on page 4 for more details. This shared space is approximately 200 square feet in size, with basic studio furniture, including a canvas-covered table and shelving for personal use. Students and visitors are discouraged from entering these spaces without an invitation to do so.

Residents are not permitted to erect walls that fully enclose their space or make any irreversible alterations to the existing space without permission. The resident is responsible for the cleanliness of his/her own studio space and must keep floors clean. Upon completion of the residency, studio spaces must be returned to the same condition that they were originally presented (or better!). Clay Center storage is limited, so all clay, glaze, materials, and finished artwork belonging to residents must be stored in the resident's individual studio space. Residents are expected to create their work in their individual space rather than the community space. Residents must abide by the general studio and gallery policies unless pre-approval to act otherwise has been granted by the Director.

Classes and Teaching

The Clay Center continually runs *Adult*, *Kids*, and *Outreach* community classes throughout the year, as well as weeklong *Kids Camps* in the summer. Resident artists are asked to teach these classes as a way: to share their knowledge and experiences, to interact with our Carbondale community, and to be a part of the continued growth of the CCC's programming. Instructors are paid \$30/hour for instruction time, plus a half-hour of prep time per class.

Breakdown of Educational Programs Offered:

- CCC runs 5 *Adult Sessions* per calendar year (Spring, Summer, Fall I, Fall II, and Winter), with an average of 7 classes offered per session (majority are beginning classes, and a few special topic/ intermediate classes). We require a minimum of 4 students to run a class and cap classes at 8 students (subject to change due to COVID restrictions and current studio spacing). Residents should expect to teach 4 out of 5 sessions (minimum 1 class per session) per calendar year.
- CCC runs multiple *Kids After-School Sessions* throughout the calendar year, including both hand building (ages 5+) and wheelthrowing (ages 9+) classes each session. We require a minimum of 4 students to run a class and cap classes between 6-8 students (subject to change due to COVID-19 restrictions). Residents should expect to teach a minimum of 4 kids after-school classes per calendar year provided CCC schedules at least 12 classes.
- *Kids Summer Camps* run every calendar year for 5-9 weeks during the Roaring Fork School District summer break. There are two half-day classes offered each week (Hand Building, Ages 5+, and Wheel Throwing, Ages 9+) making a total of 10 - 18 camps offered per summer. Morning camps run from 9:30AM - 12PM and afternoon camps run from 1PM - 3:30PM. We require a minimum of 4 students to run a class and cap classes between 6-12 students. Residents should expect to teach a minimum of 3 out of 10 camps to 5 out of 18 camps, depending on the number of camps offered per summer.
- *Outreach* is a major component of CCC's core values. Outreach allows CCC to serve the community through strong, diversified, high-quality ceramic arts educational programs. Classes fluctuate between ongoing and one-time lessons. Outreach encompasses several educational programs offered by CCC and can include school field trips, big brother big sister events, senior care programs, autistic person groups, among others. The number of outreach classes offered varies, but residents should expect to be a primary instructor of Outreach classes.

Residents are encouraged to bring their experiences and skills to their classes by designing a course curriculum and activities to best suit their teaching abilities and styles. CCC will gladly offer guidance in this process and will offer suggestions based on previous classes offered.

Gallery and Exhibitions

The Clay Center has a dedicated Retail Gallery and an Exhibition Gallery. Both are open during weekly business hours, and special events. The town of Carbondale sponsors a well-attended First Friday each month for the local art galleries, and the Clay Center is an active participant. *Due to the COVID-19 Pandemic, First Fridays have been inconsistent but we try to host a version of First Friday events based on our local restrictions. For each Gallery Exhibition, we try to coincide the open or closing reception with First Friday festivities.

Residents are encouraged to put work up for sale in our Retail Gallery and are also permitted to sell work from their individual studio space. Residents will receive 70% and the Clay Center 30% of all sales made on CCC property. The Clay Center hosts an annual holiday sale exhibition in which Residents are encouraged to participate. Residents are also welcome and encouraged to

participate in exhibitions and sales in this valley and beyond. However, residents are asked to seek approval from the Director prior to commitment to avoid conflicts of interest or competition with CCC happenings.

It is vital to the Clay Center that each resident give adequate time to the gallery and studio visitors, answer questions about the studio, the artists' work, and to help with a sale if needed during business hours and special events. Sale procedures will be explained to residents upon arrival.

Residents Exhibition

All residents are required to participate in the Residents Exhibition at CCC. The Resident Exhibition will take place during the final third of the resident year, with a First Friday reception (if possible, based on COVID restrictions). The exhibition length is dependent on the gallery calendar.

Permanent Collection

The Clay Center has a Permanent Collection of ceramic works and asks Residents to leave a piece for the collection upon completion of their residency. This piece should be of quality and reflect the work accomplished over the duration of the residency. The Director has the right to ask for three pieces to choose from (to best benefit the collection) upon her/his discretion.

Fundraisers and Special Events

The Clay Center hosts three major annual events (the Fall Fundraiser typically in September/October, "Cup Auction" in December, and "Pairings" in May.) Additional fundraisers and special events may also be scheduled throughout the year. Resident assistance is required for these events and may cause residents to exceed their Resident Hours. Time contributed to setting up and cleaning up, as well as any time spent working these events are to be included in the monthly Resident Hours. Time spent not working for CCC during the events should not be included in the monthly Resident Hours.

Facilities

Resident artists receive 24-hour access to the Clay Center. Residents are responsible for their own tools and should provide their own wheel. The use of public studio equipment in the community classroom is permissible, but the equipment is designated to students and renters of CCC's community space and may not be removed for personal use. This ensures that all CCC community members have access to public equipment.

The Clay Center maintains a stocked glaze lab. All stocked materials are sold to residents at cost. Residents using Clay Center materials must keep and submit a record of the materials used. Obtaining materials and clay that are not stocked are the responsibility of each resident, and all expenses related to special clay, glazes, underglazes, stains, etc., are paid for by each resident. The use of standard "studio glazes" is allowed on a limited basis.

The Clay Center facilities include:

- Large working tables
- Bailey slab roller
- 2 Brent electric wheels
- 9 Bailey ST-X electric wheels
- Creek Pottery extruder
- Soldner Clay Mixer
- Variety of studio tools
- Wi-Fi network
- Skutt 1227 computerized electric kiln, rated to cone 8
- Skutt 1027 computerized electric kiln, rated to cone 10
- Skutt 822 computerized electric kiln, rated to cone 10
- Skutt Glaze Tech computerized electric test kiln, rated to cone 10
- Gas-fired soda kiln (approx. 18 cubic feet)
- Olson updraft gas reduction kiln (approx. 16 cubic feet)
- Geil gas kiln (approx. 22 cubic feet)
- Raku Kiln

Kiln Safety

Safe use of all the Clay Center kilns is critical. Kilns can be slightly different, so please ask if you are unsure about how to fire any of the Clay Center kilns. Please be sure that the inside studio doors are closed when firing the gas or electric kilns. Never rely on the computer to shut off your kiln. Please use soft brick to prop open electric kiln lids, and do not place any objects on top of the electric kilns.

Clean up all kilns after your firing. Vacuum out kilns, clean and wash shelves, put all posts away in an organized fashion, and vacuum the floor around the kilns. Try to leave the kilns and firing area cleaner than when you found it. If you over-fire or misuse any kiln, you will be responsible to pay for and repair any damage. Please discuss any alternative loading or firing situations with the Studio Manager before firing.

Health and Safety

Each resident must take responsibility for a safe working environment. Please be careful and mindful of your safety and the students and residents around you. It is expected that residents will always consider and research safe solutions to any problems and will work with equipment and materials with which they are comfortable. Unique problem solving or artwork does not give license for creating dangerous environments or for endangering one's health or that of others. Please be careful, considerate, and cautious when using potentially dangerous materials or machinery in the studios. MSDS manuals with material safety data sheets are available. Residents are required to purchase their own safety equipment: respirators, gloves, safety glasses, etc.

Departure

The departure date is August 31. Residents are expected to make any necessary arrangements (scheduling, etc.) with the Director and Studio Manager leading up to their departure. We ask that residents please allow for ample time for the finishing of their work, packing, and clean up. Upon departure, a resident's studio space should be clean including mopping the floor, cleaning the walls, sponging down your shelves, cleaning tables, etc. Your space should be empty except for the Clay Center shelves and furniture. Extra clay, glaze, or miscellaneous materials Residents do not wish to take with them need to be disposed of before leaving. Residents are expected to clean out all personal clay and glaze buckets. Anything left behind by an outgoing resident will be considered the property of the Clay Center.

Departure checklist:

- Make arrangements for the Studio Manager to inspect your workspace and ensure that it is left in clean condition.
- Return all studio keys to Studio Manager.
- Donate a piece to the Carbondale Clay Center Permanent Collection.
- Provide CCC with a Letter of Testimony, describing your experience as a Resident, including a description of the work you created and the results of your residency. The letter should be no longer than one page.
- Provide CCC an Exit Letter, comprised of any suggestions you have to make the resident experience more fulfilling in the future. The letter should be no longer than one page.

About Us

Staff

Angela Bruno, Executive Director
Matthew Eames, Studio Manager
Elise Hillbrand, Marketing & Communications
Emma Martin, Programs Manager

director@carbondaclay.org
studio@carbondaclay.org
marketing@carbondaclay.org
programs@carbondaclay.org

Board of Director

Cate Tallmadge, President
Ted Behar, MD Vice President
Erin Davis, Treasurer
Sam Harvey
Ramsey Fulton
Bert Furmansky, MD
Claire Green
Ann Harris
Susan Muenchen

Emeritus Board Member

James Surls

Founder

Diane Kenney

Our Town

Carbondale is a small mountain town with a large personality, just a 30-minute drive down valley from the ski resort towns of Aspen and Snowmass Village. Find town specifics, things to do, and historical information here, www.carbondale.com. Check out the links below to see why Carbondale is one of the 10 best places to live!

[A Weekend Guide To a Great Getaway in Carbondale](#)

[Find a Quiet Summer Hideaway in Carbondale, CO](#)

[Sure Aspen is Nice But Carbondale is Colorado's Hottest Summer Playground](#)

[A Guide to the Perfect Outdoorsy Weekend in Carbondale, CO](#)

[The 10 Best Places to Live Now](#)

Housing

Housing can be expensive in this area, and difficult to find, especially if you are coming with a pet. Shared housing is often the least expensive option. We will do our best to pass on any information regarding housing leads before your arrival. The best online sources for housing include Craigslist: Colorado, High Rockies AND Western Slope (www.craigslist.org), Facebook Groups: Roaring Fork Swap AND Roaring Fork Rentals and Roommates, the Glenwood Post Independent (www.postindependent.com), and the Aspen Times (www.aspentimes.com).

Transportation

Carbondale is a bike-friendly town with some public transportation. While the town of Carbondale expands over a large area, most if not all businesses are within two square mile area, making walking and biking in town very manageable.

Commuting from outside of Carbondale Proper does require a vehicle and/or bus transportation. The Roaring Fork Transportation Authority (RFTA) provides extensive bus routes and services throughout the Roaring Fork Valley. More information can be found here, www.rfta.com. CCC residents have eligibility for a discounted RFTA Zone Pass, which can be set up through the CCC Director upon request.

The Rio Grande Trail is a well-maintained bike trail that connects the entire Roaring Fork Valley and allows recreational biking from Aspen to Glenwood and everything in between. More information can be found here, www.rfta.com/trail-information

For long-distance travel, Carbondale is situated between two airports, Aspen Airport (ASE) is 30 miles away, and Eagle/Vail Airport (EGE) is 40 miles away. The closest Amtrak station and Greyhound bus stations are in Glenwood Springs, approximately 15 miles away.

Local News

- The Sopris Sun (Carbondale's independent, nonprofit, weekly newspaper)
- The Post Independent (daily free newspaper)
- The Aspen Daily News (daily free newspaper)

Other Resources/Services

- Garfield County Public Library, Carbondale Branch: 320 Sopris Ave, Carbondale.
- US Post Office: 655 Main Street, Carbondale, CO
- FedEx Express Ship Center: 35 Sunset Drive, Basalt
- UPS Store: 218 E. Valley Rd, #104, Carbondale

Arts in the Valley

Art Supplies:

The Carbondale Clay Center orders ceramic materials from Continental Clay in Denver. Other Ceramic Suppliers in the Region are New Mexico Clay in Albuquerque, and Stone Leaf Pottery in Arvada.

Non-Ceramic Arts Supplies can be found at the following:

- Basalt Printing and Art Supply, Basalt
- Anderson Ranch Store, Snowmass
- Carls Pharmacy, Aspen

For Big Box Art Supply stores like Michaels, Grand Junction (1.5-2 hour drive) or Denver (3.5-4 hour drive) are the closest locations.

Arts outside the Carbondale Clay Center:

“Carbondale is home to upward of 200 creative organizations, businesses, artists, and artisans. Authenticity, heritage, creativity, and collaboration dominate the Carbondale Creative District vision. Carbondale is considered as a place that fosters creativity, collaboration, and artistic exploration. In addition to its plethora of creative organizations, artists, and artisans, Carbondale boasts many annual arts and cultural events.” - Check out more about the [Carbondale Creative District](#).

Carbondale & Basalt

[The Powers Art Center](#)

[The Launchpad](#)

[S.A.W.](#)

[Main Street Gallery & Framers](#)

[Dance Initiative](#)

[The Art Base](#)

Aspen & Snowmass

[Anderson Ranch Arts Center](#)

[The Aspen Art Museum](#)

[The Red Brick Arts Center](#)