



**THE  
CERAMICS  
CENTER**

IOWA ART WORKS INC.

**2011**

## STUDENT GUIDE

IMPORTANT STUDENT INFORMATION

THE CERAMICS CENTER  
329 10<sup>TH</sup> AVE SE  
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CEDAR RAPIDS, IA 52401  
319.365.9644  
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www.theceramicscenter.org

Creating, Learning, and Working  
Together in the Ceramic Arts  
**WELCOME TO THE CERAMICS CENTER!**

I would like to welcome new and returning students to The Ceramics Center. Thank you for taking classes with us this session. Please use this guide as a reference tool for classes and Center studio policies. There is a lot going on here at The Ceramics Center, please explore all of the options we offer.

*The Ceramics Center is a non-profit facility whose purpose is to promote understanding, appreciation and professional development in the ceramic arts. The Center is organized and operated by Iowa Artworks, Inc., a 501(c)(3) not for profit organization supported by earned income, grants, private contributions and memberships.*

### Facility Information

- Our facility is handicapped accessible.
- Please watch your personal belongings and leave valuables at home.
- Report any problems/concerns immediately.
- Bathrooms are down the hall near the freight elevator.
- Please do not use your cell phone in The Center unless in case of emergency.
- New student information is often posted on the bulletin board inside the main entrance. Check this regularly for important information.
- Each student will receive one shelf for each class. Please check with Ben or the Artists-in-Residence if your work exceeds your shelf space.

### Studio Hours

Students may and are encouraged to use The Ceramics Center's facility and equipment outside of class during normal business hours. ONLY students CURRENTLY enrolled in classes or who are signed up for open studio may use the facilities. Children, friends of students, and pets are not allowed to "hang" out in the studio. Open studio hours do not extend between terms.

Tuesday – Thursday: 9am – 9pm  
Friday: 9am – 4pm  
Saturday: 10am – 4pm

### The Ceramics Center Store

The Store at The Ceramics Center is available for students to purchase clay, tools, and glass that they may use in the various classes offered at The Ceramics Center. The Store is open during normal business hours and accepts cash, check, Visa, MasterCard, and Discover.

## G L A S S

### Glass Work

- You may prepare pieces to fuse or slump through the last class period.
- All work must be made at The Ceramics Center
- Work not made here will be charged a double firing fee
- Size limitation: work should not exceed 12" x 12"
- All work must be moved to the appropriate shelf in order to be fired.

### Fusing / Slumping Costs

Costs are per firing. Fusing and Slumping are charged separately.

<b>Fusing or Slumping</b>	\$0.05 per square inch of space
<b>Full Kiln Load</b>	\$40.00 up to 4 levels of shelves

### Glass Safety

- If you don't know how to use a piece of equipment, please ask us first.
- Tie hair back when using power equipment such as grinders.
- Close toed shoes and pants are recommended.
- Safety glasses or prescription glasses are required when working with glass.
- Handle sharp glass edges with care.
- Rinse hands before washing with soap to remove loose chips of glass.

### Fusing / Slumping

- Place your work on the correct shelf to make sure it is properly fired and in a timely manner.
- If you want a piece fused or slumped in a specific way or arrangement, then you are responsible for loading it into the kiln yourself.
- Check the shelves for fired fused and slumped work promptly in order to keep work from backing up.
- Many different factors can delay the firing or unloading of a kiln. Please keep this in mind when waiting for your work.

### Finished Work

- Fused and slumped work will be held for 4 weeks after the end of the class session, the cut-off date will be posted on the board. Any work left at The Ceramics Center beyond that date becomes our property.
- **Take your work, tools, and leftover glass home with you on your last day of class if you are not already signed-up and paid for the following session.**

### Clean-Up Procedures

It is important to keep the classroom clean. Glass dust is made up of silica which can be harmful when breathed. Prolonged exposure to this dust can cause health problems for people who spend a lot of time working in the studios. Please make sure you clean up your area (table and floor) to keep the glass dust to a minimum.

- Place all studio tools back in their proper place.
- Place all studio materials, such as noodles, frits, and confetti back in their proper place. If any of these materials run low or are empty, let your instructor or the office person know so that more may be ordered.
- Be sure to put any work you are finished with or are working on back onto a shelf. Do NOT leave any work on the work tables.

## I N F O R M A T I O N

### Open Studio Rules

- Only registered students in an adult-level class and "Open Studio" renters are permitted to work in the main studio or classroom.
- Anyone under 16 is not permitted to use the open studio or classroom if their class is not in session.
- Friends and family are welcome to visit on occasion, but are not allowed to use the facilities or "hang-out" (meaning: staying around for an extended period, longer than 15 minutes).
- On occasion, the studios will be closed for special events. Watch for postings on the message board.
- This is a non-smoking facility.
- No Pets.
- If you would like to use a piece of equipment, and are not sure how it works, please ask for help.
- Use only clays and glazes either purchased through the Ceramic Center or approved by the Center's staff. No exceptions.

- You must clean up your work area, wheels, tables, glaze or kiln before leaving the building.
- When you are finished working, check the floor; if it is dirty, use the mop and/or broom.
- Use headphones for music in the studio.
- Please use only your assigned area on the storage shelves. Keep all of your things on these shelves. Do not store anything on the floor.

### Weather Policy

In the case of inclement weather we will inform you of any changes to classes and studio hours through multiple methods:

- Phone Message left at 319-365-9644
- Website's homepage – [www.theceramicscenter.org](http://www.theceramicscenter.org)
- Local News Stations – KGAN, KCRG, KWWL \*listed as "The Ceramics Center"
- E-Mail – if you are on our list you should receive an e-mail update

### Evaluations

Class evaluation forms are handed out at the end of each session. We rely on the information gathered from these forms for guidance in designing and improving classes and offering feedback to our faculty. Please write down any suggestions and concerns you have. Also, please feel free to come talk to me about any immediate concerns.

### Membership

Members of The Ceramics Center receive discounts on all classes and workshops for one full year. Please see any Center staff member to inquire about becoming a member. You also get a t-shirt.

### Resident Artists

The Resident Artist program at The Ceramics Center is designed to provide emerging ceramic artists with an environment – the space, facilities, time and professional interaction – that will foster and further develop their ideas, skills, abilities and focus as ceramic artists. The Ceramics Center can accommodate up to six Resident Artists, each staying typically for a 12 month period of time. Residents are given private studio space, 24/7 access to the facilities, discounted materials, and teaching opportunities. In return they help to staff The Ceramics Center on a daily basis, load and unload kilns, maintain the studio, and work in the office. Current residents include functional potters, vessel makers, sculptors, and conceptual artists.

### Current Resident Artists:

Andy Gremmell, Kelsey Howard, Josh Gerber, Alex Mykris, Jeffrey Flug.

### Iowa Art Works Board of Directors

Martha Hedberg-Latta– *Chair*  
John Beckelman– *Vice Chair*  
Kit Weston – *Secretary*  
Amy Kilpatrick – *Treasurer*  
Carol Nordstrom– *Volunteer Coordinator*  
Helga Mahew  
Tony Balick  
Alan Harrington  
Barbara McCuskey  
Teresa Childers  
Jane Nelson

### The Ceramics Center Staff

Ben Jensen – *Executive Director and Instructor*  
Teresa Childers – *Instructor*  
Jeff Rinderknecht – *Instructor*  
Elizabeth Wilson – *Administrative Specialist*