



theCLAYSTUDIOofMISSOULA

Studio Monitor Quick Reference Booklet

This booklet contains resources about the Clay Studio of Missoula and the Studio Monitor volunteer position for reference purposes.

Role Description and Details

Studio Monitors are on-hand to protect the security of the studio, ensure basic policies and procedures are minded, and be the face of the studio when staff are not on shift. You are a direct line to staff in case there is an issue after hours. The tasks you are authorized to perform are as follows:

- Utilize a special studio access code to unlock the classroom door when you are scheduled. *Please do not write down your code in an obvious place or share it with anyone.*
- Check the current appointment calendar to verify dates, times and reservations.
<https://beta.planhero.com/events/2a77aa5ad/open-studio-sign-up>
- Remind everyone 20 min before appointments end to make sure they are cleaned up and ready to go on time. You are responsible for making sure the classroom is cleaned up before leaving.
- Answer simple questions about studio procedure when on schedule, such as “how do I use a deposit slip” or “where do I put my finished work for firing?”
- Refer advanced questions/pick ups that may wander in to return during business hours to ask Joseph or other staff.
- Provide low-level enforcement of studio procedures, such as politely correcting someone who is clearly misusing equipment, or reminding people to clean up.
- Wear a studio monitor apron and set a good example for other studio users with your own studio use conduct.
- Contact staff immediately if there is significant breach of policy or procedure, an emergency, or if another user of the classroom space has made you or anyone else in the space feel unsafe.
- Ensure the studio is clear and properly locked down at the end of an after-hours shift.

Role Description and Details Continued

There are some tasks we must ask that studio monitors do not take part in. Even if it seems like a nice thing to do, these tasks are off limits. Please feel free to ask a staff member if any of these cause you confusion.

- Do not unload any kilns that are cooling/cooled, unless you are the *sole renter*. If someone asks if they can unload studio kilns: they cannot. Studio kilns are only to be unloaded by Studio Manager Joseph.
- Do not handle money, checks, or credit cards on behalf of the studio. If someone needs to purchase clay or tools, please inform them about the deposit box, or ask them to return when the studio is open to the public.
- Do not train or instruct students on the procedure of loading or unloading kilns.
- Do not handle or dispense anything from the materials room.
- Do not add water or make any other modification to studio glazes.

Staff Contacts

Joseph Pesina, for emergencies

Email: studiomanager@theclaystudioofmissoula.org

Phone (for emergencies): (406)546-2825

Christina Harrelson, for scheduling

Email: info@theclaystudioofmissoula.org

Kelly Seitz, for volunteer concerns, secondary for emergencies

Email: fire@theclaystudioofmissoula.org

Phone (for emergencies): (406)493-4957

*Please do not contact Executive Director
Shalene Valenzuela with Studio Monitor concerns
unless all other staff contacts are unavailable.*

Code of Conduct

The Clay Studio of Missoula

Core Values

Inclusivity, egalitarianism, compassion, creativity, safety, and accessibility

Mission

The Clay Studio of Missoula is a nonprofit community center for the ceramic arts. Our organization's goal is to provide the general public with affordable access to high-quality ceramic art instruction.

Code of Conduct

The following Code of Conduct is designed to preserve our mission and core values to create an environment in which all people, whether they are members, students, or visitors, feel safe, welcomed and valued.

Treat all people with equality and dignity without regard to gender, race, color, creed, ancestry, place of origin, political beliefs, religion, marital status, ability, age, gender identity, or sexual orientation

Act with fairness, honesty, kindness, and understanding in interactions with and around other members, students and guests in order to nurture a safe working environment • Promote and protect the Clay Studio of Missoula's zero tolerance policy regarding physical, verbal, emotional, and sexual abuse or harassment

Understand that an unsafe environment can be caused by inappropriate behaviors that are physical, emotional and/or verbal.

Failure to abide by this Code of Conduct may be grounds for termination of membership, rental, and/or class registration. We also reserve the right to refuse access if past examples of misconduct at the Clay Studio of Missoula cause concern to current membership.

This code has been put in place to ensure the safety and comfort of all members, students and guests, as well as to ensure our mission and core values are understood and practiced by all.

Updated August 2017

Scheduling

Google Calendar is used for the purpose of scheduling studio monitors. We may be able to make special accommodations if you are unable to use Google Calendar, but we cannot guarantee this. Staff can provide training if you are willing to learn but are unfamiliar with Google Calendar.

You will be invited to a Google Calendar called “CSoM Monitor Calendar.” Google Calendar is used to display and invite monitors to open studio sessions they have indicated availability for with *each new class session*. You will receive an invitation to sessions via email. You can use this calendar to be aware of who is monitoring when, as well as to give yourself reminders about sessions you’ve signed up for.

If you know you will be unavailable for a session you normally would commit to, email Christina as soon as possible. It is best to know at the beginning of the month, but please try to give us at least a week’s warning to modify the schedule if you can.

We understand that illness and emergencies happen, and will work with you if you cannot make a session suddenly, but you must contact staff as soon as possible in this situation. A staff member will cover, or cancel the session if possible. We will accommodate you as much as we possibly can, but repeat instances of last-minute cancellation may result in dismissal from monitoring.

Monitor availability affects many people who have signed up for work time who all must be alerted if an open studio session is canceled. This is why it’s critical to have advanced warning when a session must be canceled.

Using a Special Door Code

You have been trusted with the responsibility of using a special door code to the computerized classroom lock. These codes are typically reserved to staff and residents as their use can secure or jeopardize building safety. This responsibility must be taken very seriously. Misusing or sharing your code is grounds for immediate dismissal from studio monitoring. Staff monitor code usage electronically, and may contact you if your code is being used in an atypical way, for your safety and the safety of CSoM.

Unlocking and Locking

To unlock the door for classroom usage, enter your code once.

To lock the door, enter your code a second time (or simply enter your code if you find the door unlocked).

Be sure to watch the light indicator after your code is entered for 5 seconds - you should see a red light flash, confirming the door will now lock once shut/is locked.

If you must use your code outside of a monitoring shift, you must enter your code twice: once to unlock the door and open it, once immediately after while it is open to ensure it locks behind you, before you go about your business. Please avoid leaving the door unlocked for any period of time or holding it open outside of monitored hours.

Please avoid using your code entry outside of your monitor shifts to decrease the likelihood of the door being accidentally left unlocked. Come in through the gallery during business hours unless the classroom is already open.

Nightly Locking Procedure

To prevent break-ins and other crimes at the studio, all doors need to be checked by the last responsible person leaving the studio. This could be studio staff, residents, or studio monitors.

The doors that need to be checked are:

Garden Double-Door – ensure doors are shut and lock is fully engaged.

Mixing Room Exterior Door – ensure door is shut tight.

Fire Exit (Cone 10 shelf hall) – check to ensure the door hasn't been propped open

Kiln Pad Door – ensure the door is shut and the deadbolt has been fully locked.

Classroom Bay/Garage Door – ensure the bay door is shut and the lock on the right-hand side is engaged.

Office Door – If this door has not already been shut and locked by staff or residents, call a staff member.

Classroom Door – ensure the digital lock is engaged as you leave the building.

Gallery Door – check from the outside with a gentle pull to ensure the bolt has been locked.

Safety Procedures, Studio Rules & Policies - Students

These are procedures students in the classroom are expected to follow if a student has related questions or concerns.

1. Always follow the instructions of your instructor.
2. Students will not load, unload or operate any kiln unless they have received proper training and have been approved by a Clay Studio of Missoula staff member or instructor to operate kilns.
3. Keep long hair tied back while working with studio equipment.
4. For your safety, avoid wearing open-toed or open-heeled footwear while working in the studio.
5. Do not use any equipment you have not been trained on without an instructor supervision and consent.
6. You are responsible for leaving the studio in a clean condition. Clean all tools and return them to where you found them. Wipe down all workspaces and equipment you use, and clean up any clay or debris from the floor using a mop or sponge.
7. Please be considerate of other student's work. Don't touch or move any clay project that does not belong to you. If you need to move a piece that is not yours, please ask a staff member or instructor for assistance.
8. Smoking is not allowed anywhere within The Clay Studio of Missoula. Please refrain from smoking within 15 feet of any entrance, garage door or window.

Sink Clean Up Procedure

1. Grab a small bucket and a sponge, fill the bucket up ½ way or less with water from the sink.
2. Take your bucket back to your workstation to clean up all your items before heading to the sink. You should be able to remove almost all of the clay/glaze from your items/work space with a sponge and fresh water!
3. Once you have cleaned everything as well as possible with your bucket and sponge, double check that all of your tools are accounted for before completely emptying your cleaning bucket into the corresponding reclaim barrel, chunks and all. **DO NOT DUMP IN THE SINK.**
4. *If you are using a type of clay other than those provided by the studio, you are responsible for reclaiming your own clay, or disposing it by letting it settle in a bucket until the water separates then putting it in the dumpster after dumping the water off. Please do not put excess water inside of the dumpster as it will cause rust.
5. Sinks should only be used for final rinsing, if necessary. The majority of clay/glaze material should be going into reclaim, not down the drain!

Everyone should follow this procedure. It is easy to flood trapped sinks when a lot of people are using them. Low water waste clean-up is a habit everyone should be in even if it's not busy.

Policy/Procedure FAQ

All students and members are expected to be respectful of one another and follow the Code of Conduct.

Guests, children, and non-service animal pets are not permitted at open studio sessions.

Studio users must clean up after themselves utilizing the posted clean-up procedure. This includes cleaning the floor.

Payments should be made at the time of services - outside of open hours, this means filling out a deposit slip right away if someone takes clay or a toolkit.

Glazing and firing is covered in the cost of classes, so active students do not have to pay for firing.

Community tools are for everyone's use, and should be returned to the right area of the cabinet clean and ready for the next user.

Small sponges should not be used to keep projects moist as they are in limited supply. Wet paper towels should be used instead.

If someone uses the glaze area, they must clean up the area they were using, including the floor.

Amplified music is not allowed in the classroom space outside of class time.

Dirty mop water should be dumped - not used to clean the floor.

Really muddy towels must be rinsed before going in the hamper.

Common Prices Quick Reference

Item	Price
Clay (Members & Students)	\$20 per 25# bag
Clay (General Public)	\$25 per 25# bag
Tool Kit	\$10
Firing Fees (Members)	See firing form/posted rates
Day Use Fee	\$15 per day
Glazes (Members)	Covered by firing fees