



theCLAYSTUDIOofMISSOULA

# Studio Monitor Agreement

This document is *not* intended to be a legally binding contract between us, and it may be cancelled at any time by either us or you.

## 1. *You are a volunteer.*

The Studio Monitor position at the Clay Studio of Missoula (CSoM) is a volunteer position. This means that, if you accept the role, you perform all duties on a voluntary basis and you will not receive remuneration or payment for your work.

Neither CSoM or ..... intend any employment or contractual relationship to be created (ie. you are not an employee, independent contractor, or consultant at CSoM).

## 2. *What can you expect when volunteering at the Clay Studio of Missoula?*

- a written position description so you understand your role and the tasks you are authorized to perform
- a full orientation and any training necessary for your role
- a safe environment in which to perform your role
- respect for your privacy, including keeping your private information confidential
- highly experienced renters and volunteers may periodically be informally onboarded for extra aide ONLY at the discretion of staff

## 3. *What does the Clay Studio of Missoula ask of Studio Monitors?*

- Support CSoM's aims and objectives.
- Participate in any relevant training.
- Sign a general studio waiver regarding your safety at CSoM.
- Only undertake duties you are authorized to perform in this agreement (see paragraph 5), and always operate under the direction of nominated staff, obeying reasonable directions and instructions.
- Understand and comply with CSoM policies and procedures including the Code of Conduct, Student Policy, Day Use Policy, Clean Up Procedure, Payment Procedures, etc.
- Notify your supervisor or another member of staff of any health and safety issues or potentially hazardous situations that may pose a risk to you or others, and report any accidents or incidents relating to staff, volunteers, or the studio.
- Behave appropriately and courteously to all staff, clients, and the public in the course of your role.
- Let us know if you wish to change the nature of your contribution (e.g. hours, role) to CSoM at any time, but please alert us before the change if at all possible.
- Comply with the law at all times, and
- Be open and honest in your dealings with us and let us know if we can improve our volunteer program and the support that you receive.

## 4. *Points of Contact*

For concerns of scheduling, non-urgent questions or concerns, or to stop studio monitoring for a break or permanently, please contact Christina Harrelson ([info@theclaystudioofmissoula.org](mailto:info@theclaystudioofmissoula.org)).

For concerns of studio safety, and urgent concerns such as observed breach of policy, contact Joseph Pesina ([studiomanager@theclaystudioofmissoula.org](mailto:studiomanager@theclaystudioofmissoula.org)).

For concerns about your role or if there is any assistance you need to undertake your role, or if you would be interested in other volunteer opportunities, please contact Kelly Seitz ([fire@theclaystudioofmissoula.org](mailto:fire@theclaystudioofmissoula.org)).

### 5. *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.
- 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 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 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 feel unsafe.
- Ensure the studio is clear and properly locked down at the end of an after-hours shift.

### 6. *Training required before you start as a studio monitor*

CSoM is committed to providing suitable training in support of our studio policies. For this reason it is our policy that all volunteers, including studio monitors, undertake the following training at CSoM prior to commencing their position:

- Overview of member and student orientation to understand relevant policies and procedures
- Overview of contact and scheduling
- Door code use and lock up training
- Read through the provided *Studio Monitor Quick Reference Booklet*

### 7. *Studio Monitor benefits*

- More available studio access by taking after-hours shifts which would otherwise be unavailable
- Free access to open studio time when acting as the on-shift monitor, or during other open studio sessions by appointment only (use of the studio is not permitted outside of open studio hours)
- Limited studio storage for projects in progress (periodic availability of additional storage, not guaranteed)
- Invitation to the annual Volunteer Appreciation BBQ, and the annual Winter Chili Potluck
- Provisional membership as long as you are actively monitoring (3+ shifts per month)

**Studio Monitor Full Name:** .....

**Studio Monitor Signature:** .....

**Date:** .....

**Studio Staff Full Name:** .....

**Studio Staff Signature:** .....

**Date:** .....