



MANHATTAN ARTS CENTER

OPEN STUDIO HOST AGREEMENT

Introduction

Thank you for volunteering as an Open Studio Host at the Manhattan Arts Center (MAC). Your role is vital to maintaining a safe, welcoming, and functional environment for all participants. This Agreement outlines what is expected of a Studio Host and what perks you have access to.

Expectations

- Check people in via Sawyer
- Collect and manage studio Cash Box, Cash box will always have \$50 in cash on hand
- Sell clay and maintain record of the clay sold via the shared Google Sheet
- Ensure studio patrons clean up after themselves and use tools/equipment appropriately
- Ensure studio space stays neat and tidy
- Unload kilns if able
- If a new patron comes in for Open Studio, ensure Open Studio Patrons are familiar with the ceramic processes and are able to work independently. If they have zero experience with ceramics, redirect them to a class to learn the foundational skills needed to use Open Studio.
- Update Visual Arts (VA) Director of tool/supply needs
- Communicate any equipment issues to VA Director
- Monitor Open Studio so that studio isn't overcrowded
- Optional: If you have received training from the VA Director help load bisque and glaze kilns. Communicate with the VA Director if loading a kiln during Open Studio.
- Optional: If you have received training from the VA Director, process clay during Open Studio Time
- Optional: If you have received training from the VA Director, help with kiln shelf maintenance. Reach out to VA Director to arrange this

Perks

For Regular Hosts

- For every Open Studio you run, you receive a credit for an additional open studio. This will be added to your sawyer account and can be used any time. Credits expire after one year and you can use them for guests. If the credit wasn't added to your account, reach out to the VA Director.
- Studio Hosts receive 1 log of reclaim **per month**
- Studio Hosts have their own keys to the facility, you are welcome to use the space when not in use (ie. outside of class hours or open studio times)
- New Clay is sold at a discounted rate for Studio Hosts at \$20 per bag of stoneware and \$25 per bag of porcelain.
- When working in the studio on your own, you may bring 1 person to the studio with you. Any more will need to be approved by the VA Director. Any clay used during that time must be clay that you (or the other person) have purchased/accumulated from volunteering.

For Substitutes

- For every Open Studio you run, you receive a credit for an additional open studio. This will be added to your sawyer account and can be used any time. Credits expire after one year and you can use them for guests. If the credit wasn't added to your account, reach out to the VA director.
- You will receive keys for your scheduled day and will have theme for a week, you are welcome to use the space in your free time when not in use
- New Clay is sold at a discounted rate for Studio Hosts at \$20 per bag of stoneware and \$25 per bag of porcelain.
- You may use up to 10lbs of reclaim **during** your Open Studio time
- During the week you have keys you may bring along 1 person to work with you. Any more will need to be approved by the VA Director. Any clay used during that time must be clay that you or the other person have purchased/accumulated from volunteering.