

# **Artbeat Studio, Inc. Resident Artists Policies**

## **Introduction**

Artbeat Studio, Inc. is a not-for-profit organization that provides free studio space for underrepresented and emerging artists, and regular exposure for artists through exhibitions, and enrichment of the community through classes and creative public art programs. Artbeat Studio is a new organization and the artists selected will be involved in shaping the operating procedures and practices to be adopted and implemented. This “uncharted journey” will require considerable flexibility, openness and the willingness to learn as we go. Artbeat Studio staff and Board of Directors have worked together to develop these policies with the goal of benefiting all constituencies and assuring the smooth operation of Artbeat Studio and its community of artists.

## **Health and Safety Considerations**

A Safety Program at Artbeat Studio includes on-going development of a policy on safety, corresponding rules and procedures, an orientation to studio safety policy and procedures, training where this is necessary (e.g. use of Personal Protective Equipment), “hazardous assessment” for new materials and procedures, and the ongoing promotion of a culture conducive to healthy working conditions.

- A. Spray painting or use of power or pump sprayers or aerosol products is prohibited in Artbeat Studio facilities without specific prior written approval. Use of toxic, hazardous and/or flammable materials are discouraged and can only be used with prior specific written approval of Artbeat Studio staff and upon demonstration that the artist seeking to use such materials has been properly trained in the use, storage and disposal of such materials.
- B. Waste materials are to be disposed of in appropriate containers and not to be let to accumulate in corners etc. Washing of brushes, and other tools or equipment should be done in the deep sink in the pottery studio, not in the bathrooms or in the kitchen sink.

- C. Use of unlawful drugs and controlled substances at Artbeat Studio is prohibited (Tobacco and alcohol are included). Attendance while under the influence of unlawful drugs and controlled substances is prohibited.
- D. Resident artists are encouraged to use a normal conversational tone at all times. Excessive noise is not permitted. Any radios, disk players or other entertainment devices must be kept at volumes that do not disturb other residents, staff or visitors. Use of headphones is recommended.
- E. Resident artists are responsible for the guests and visitors they invite to Artbeat Studio facilities, and to assure that all such guests and visitors observe these policies. In the case where an artist's visitor is disruptive both artist and guest will be asked to leave.
- F. Resident artists must furnish Artbeat Studio staff with an emergency contact and telephone number (if other than Mental Health Support person named on application).

## **II. Artbeat Studio Facilities/Office Resources**

- A. Resident artists are responsible for maintaining individual studio spaces free of hazards, free of debris, and otherwise in a manner that will not be disruptive to Artbeat Studio staff, resident artists and visitors. Without specific prior authorization from Artbeat Studio staff, artists may not use hallways, common areas or other community space to create, display or store artworks, or to store equipment or other property.
- B. Signage for studio doors and spaces is limited to signage designed, printed and approved by Artbeat Studio staff and generally consists solely of the artist's name, Artbeat Studio logo and studio number. No other signage is authorized. Artists wishing to post notices, announcements and the like, may not use hallway walls, doors, or other community space, but can make such postings on spaces designated for that purpose.

- C. Artbeat Studio is open during the following hours (10 a.m. to 6 p.m. Tuesday through Friday, and 11 a.m. to 3 p.m. on Saturday) and/or for events for which prior approval of Artbeat Studio staff is required. The studio may be closed at the discretion of the E.D. or Studio Facilitator. At all other times, the main doors and elevator are kept closed and locked to maintain the security of all persons and property. Resident artists are responsible for closing their own windows to prevent damage.
- D. Keys to the main doors (62 Albert Street) are held by the Studio Facilitator and Director. Keys to the main doors are not to be duplicated or made available even on a temporary basis to third parties.
- E. Each resident artist is responsible for securing his or her own property, tools and materials in individual studio spaces, as Artbeat Studio has no responsibility for property, artworks, tools or other materials in individual resident artist spaces. Resident artists are encouraged to use the lockable cabinets provided for storing portable tools, items or artworks, and resident artists are encouraged to insure individually against loss or damage to these items from any cause. Resident artists may not “borrow” materials, tools or equipment from other resident artists’ spaces or common spaces without the specific prior authorization of the “lender.”
- F. The computer studio, kiln, and pottery studio are available to resident artists who have completed orientation and training in the use of these specific facilities and equipment. These facilities are also subject to scheduling requirements. Once trained in the use of these facilities, resident artists are asked to adhere to specific rules and regulations so as to assure that everyone will receive the maximum benefits of the equipment. Questions regarding use of these facilities, orientation, training and scheduling should be addressed to the director.
- G. Office resources are for use by Artbeat Studio staff. Special use of equipment (copier, printer) requires permission. Resident artists may use the telephone for business and emergency purposes only. Artbeat Studio has limited phone lines (line 2 for outcalls).

- H. Gallery halogen/track lights are costly to operate and to replace. These gallery lights should be used only as needed, and turned off when no longer needed.
- I. Chairs, tables, stools and other equipment or materials used in the lounge are solely for use in those designated areas and can only be moved with prior approval of Artbeat Studio staff.
- J. Community space (i.e. kitchen and lounge or reception gallery) are not meant to be used for art making. However, under special circumstances, and particularly for technical demonstration and seminar they might serve this purpose. Kitchen surfaces should be used for food preparation only; plates and utensils should be cleaned and put away following use; and any debris properly disposed of. Access to the kitchen and central work area may be restricted prior to and during special events in Artbeat Studio space. Each artist is responsible for disposal of wastes from his or her own activities. Questions regarding proper disposal, of wastes should be directed to Artbeat Studio staff.
- K. Information on upcoming events taking place at Artbeat Studio, job openings, calls for work, etc. will be posted in designated areas.
- L. Artbeat Studio staff and building maintenance personnel may, from time-to-time, require access to individual resident artist studios and other Artbeat Studio facilities. Reasonable efforts will be taken to notify resident artists when such access may be required. Reasonable efforts will also be made to protect resident artists' property, tools, equipment, materials and works at those times, but Artbeat Studio shall not be liable for any loss or damage that may occur, regardless of cause.
- M. Library materials are not to leave the Studio.

### **III. Artist Community Matters**

- A. Artbeat Studio facilitator, director, volunteers, and resident artists are drawn from a variety of backgrounds and experience. Disrespect for or disparagement of the race, national origin, gender, age, sexual orientation, physical ability, religion or spiritual orientation of other resident artists, staff and visitors to the studio will not be tolerated.
  
- B. In addition to resident artists' responsibilities to participate in certain community activities under the terms of the Revocable Studio Space Agreement, artists are expected to participate in regularly scheduled meetings of Artbeat Studio resident artists, to act as ambassadors to the public, the Artbeat Studio Board of Directors and prospective residents artists seeking to join the Artbeat Studio community.
  
- C. Being an Artbeat Studio resident artist does not confer participation or automatic selection of works for Artbeat Studio events, exhibitions or shows. All resident artists are encouraged to respond to calls for work and will be considered for inclusion on an equal footing with other artists submitting work. The curator and director determine selection criteria and exhibit scheduling.
  
- D. Artbeat Studio provides services that are unique and specialised. Tours are one strategy employed to provide studio candidates, business partners, community members, family, or other interested individuals a glimpse into what Artbeat Studio is and what makes it so unique. At Artbeat we recognise that tours can be disruptive for the resident artist and take measures to balance these with the benefits. Tours will be, as much as is practicable, limited to one afternoon per week, short in duration (approx. 30 min.) and conducted by alumni artists who are available and comfortable with this role. Reservations are required for all tours. Tour dates are posted. Some flexibility is required in both policy and practice particularly when introducing potential new artists to Artbeat Studio.

E. Artbeat Studio endeavours to support its “alumni” (artists that complete the six-month program). Alumni who participate in Studio sponsored events are subject to all of the foregoing policies regarding behaviour and demeanour. In as much as resources and opportunities allow, ongoing supports to alumni typically include the following opportunities:

- To volunteer at Artbeat Studio where a need exists,
- To exhibit work at travelling and off-site exhibitions,
- To apply to use the studio gallery for solo shows of new works,
- To conduct scheduled guided tours of Artbeat Studio,
- To provide technical instruction (peer tutoring) where such a need exists,
- To participate in planning studio related public events (e.g. exhibitions and celebrations).

F. Artbeat Studio is not a foundation nor does it give grants to artists. As a not-for-profit organization, Artbeat Studio can, at times, act as a ‘pass through’ for grants, although prior approval of Artbeat Studio participation must be obtained prior to the resident artist making application. Artbeat Studio alumni are encouraged to apply for work in Artbeat Studio supported educational programs. Determinations on filling these positions are made jointly by the Executive Director and Studio Facilitator.