

Artbeat Studio, Inc. Resident Artist Policies

Introduction

Artbeat Studio Inc. is a unique community-based, peer-directed program. It provides social supports, working art studio/gallery space, and mentorship for individuals living with mental illness for the purpose of recovery and empowerment. Artbeat Studio is committed to decreasing the stigma and discrimination that can come with mental illness and poverty. It does this through positive action, mental health education, and advocacy. Artists are not charged studio rental fees. However, there are incidental costs, and expectations that come with participation. Artists are responsible for supplying their own tools and materials. Participants must act as described in this policy:

1. Artbeat Studio Services

- A. Artbeat Studio provides working space, community, and collaborative opportunities for artists living with mental health issues. Artbeat Studio is not a school. All participants are expected to be self-directed in their own work. If you are interested in being mentored in a certain area by yourself, you can ask if there are any opportunities available.
- B. Artists will work with staff to set personal goals and program-related goals. These could be social goals, health goals, and technical or professional goals. Progress toward these goals is tracked using personal journaling and setting up a professional portfolio.
- C. Artists participate in gallery tours, local exhibitions, and regular discussions. These help as a means of build relationships and improve their work and processes.
- D. Artists help with studio upkeep by doing housekeeping tasks assigned by staff.
- E. Each artist is expected to be at the studio 15 hours or more every week. Artists sign in and sign out at the reception desk every visit.

2. Health and Safety

The Health and Safety Program at Artbeat Studio is ongoing. There is a safety policy that everyone in the space is expected to follow. This safety document can be updated and revised as more things are discovered and made clear. There are also policies specially to do with COVID-19. Artists will have an orientation to studio safety policy and procedures. We will provide

training where necessary (e.g. use of Personal Protective Equipment). There will be hazard assessment for new materials and procedures. We will constantly promote a culture that promotes healthy working conditions and the idea of “safety first.” While you should read and understand the safety policy, these are the main points:

- A. Spray painting, using power or pump sprayers, or using aerosol products is not allowed in Artbeat Studio facilities. If you want to use any of these, you have to get written permission from staff first. Use of toxic, hazardous and/or flammable materials (like oil paints or cleaners) is not allowed.
- B. Dispose of waste in proper containers. Do not let it pile up. You should wash your brushes and other tools in the deep sink in the pottery studio, not in the bathrooms or in the kitchen sink.
- C. Any time you need to use the First Aid kit (e.g. Band-Aids, tweezers) this has to be recorded on an Incident Form. Any other injuries or incidents also need to be recorded on a form.
- D. Resident artists must give Artbeat Studio their emergency contact information.
- E. Artists must follow Artbeat’s COVID-19 policy. This is a separate document that we will go through together. It has rules about what to do if you have any symptoms like a cough, sore throat, or fever and what to do if you have a positive COVID test.

3. Emergency Procedures

- A. There will be at least one fire drill to practice evacuating. Volunteers and staff have roles and tasks in case of emergency.
- B. Diagrams of the floor with escape routes are posted through the Studio.

- C. Fire extinguishers are located in a few places in the Studio. Everyone should know where they are and how to use them.
- D. Emergency telephone numbers are posted at each telephone. You can use them in case of a personal crisis that needs medical or police attention.
- E. An 'Incident Report' report form will be filled out and filed if there is any event that requires evacuation or calling outside supports. This should be filed with the receptionist.

4. Artbeat Studio Facilities/Office Resources

- A. Artbeat Studio is open from 11 AM to 5 PM Monday through Friday. Sometimes there are special events. Outside of business hours, the main doors and elevator are locked for security. The Executive Director can decide to close the studio if she decides it is needed.
- B. Resident artists are responsible for keeping their own studio spaces free of hazards, debris, and other obstacles. The studios and the artists' belongings have to be kept in a way that will not disrupt Artbeat Studio staff, resident artists, or visitors. Artists cannot create or store art in any of the hallways, common areas, or other community spaces unless they ask staff first.
- C.** The only signs for studio doors and spaces are designed, printed and approved by Artbeat staff. Artists who want to pin up a notice or announcement can use the bulletin board at the back. You cannot post something on hallway walls, doors, or other community space. You can put a sign or other material up on the walls of your studio.
- D. Artbeat is not responsible for property, artworks, tools or other materials in individual resident artist spaces. Each resident artist has to secure their own property, tools and materials in their studio. Artists can use the lockable cabinets to store portable items. Artists are encouraged to insure individually against loss or damage to their items from any cause. Artists may not borrow anything from other resident artists' spaces or common spaces unless

the owner gives them permission first.

- E. Use the red ball hanging at the entrance of your studio to say if you are busy or if you are or open to visits. Hanging the red ball in the hall means that the artist would like to be left alone. No visible red ball means that the artist is open to collaborative conversation.
- F. The computer station and pottery studio are available to artists. To use them, you have to complete orientation and training. You will also have to follow a schedule. Artists have to follow certain rules to make sure everyone benefits from the equipment. Questions about using these, orientation, training and scheduling should be asked to staff.
- G. Tools stored in the mechanical room may be used by artists but must be returned to their spot after each use. If a tool breaks, is damaged, or doesn't work properly, tell the staff. Artbeat has a small amount of donated materials (paper, frames, drawing and painting supplies). These are for emergency use only.
- H. Office resources are for Artbeat staff. If you want to use the printer or copier you must ask staff. They might not be able to let you every time. Artists may only use the telephone for business and emergency purposes. (Line #2 for outcalls).
- I. Resident artists should not use the kitchen and lounge or reception gallery for art-making. Kitchen surfaces are for food preparation only. Plates and utensils should be cleaned and put away following use. Each artist is responsible for cleaning up their own dishes and garbage.
- J. If there are special events, you might not be able to use the kitchen or central work area.
- K. Information on upcoming events taking place at Artbeat Studio, job openings, calls for work, etc. will be posted on the bulletin board.
- L. Sometimes (not often) staff or building workers might need to come into your studio or other Artbeat spaces. We will try to give you early warning as much as we can. Everyone will do

their best to protect resident artists' property, tools, equipment, materials and works at those times. If anything is damaged or lost at these points, Artbeat Studio will not take responsibility.

- M. Library materials are for use by participants. You may take out one or two books at a time by signing them out. Those books must be returned before you can take out new ones. If somebody else wants the same book, you will have to bring it back after 2 weeks, but there are no late fees. If you lose or damage a book, you may have to pay for it
- a. Bedbugs love books! Please do not bring library books into a space where you know that there are bedbugs. If you have library books out, and then find that there are bedbugs in your building, let staff know. There will be no judgement on you at all. There are steps we can take when you return the book to try to kill the bugs before they get into the library.

5. Community Culture

- A. We recognize that mental health recovery can look many ways, and is non-linear. We acknowledge that working with or nearby other people who are in a different place in recovery from ourselves, or who use different substances or mechanisms from ourselves, can be challenging or triggering.
- a. Because Artbeat Studio is a shared space, we know that other people's current wellbeing and how they cope with that might affect our own. We ask all studio residents to reflect on how to share this space together in a supportive, healing way.
 - b. Uncomfortable and unsafe do not mean the same thing. Sometimes words or behaviours might be challenging to us and how we see the world, and we encourage all artists to accept different viewpoints. However, any behaviours or statements that threaten another's physical safety or dehumanize someone are not acceptable (see point B.)
- B. Artbeat Studio staff, facilitators, volunteers, and resident artists have different backgrounds and experiences. You must be respectful. Disrespecting or insulting the race, national origin, gender, age, sexual orientation, (dis)ability, religion or spiritual orientation of other resident artists, staff and visitors to the studio is not tolerated.

- a. We encourage people to work together to solve their own issues. This is the approach that Artbeat prefers and we find it to be best.
 - b. If you cannot resolve the issues on your own or feel unable to try, please tell your issue to Uyen (Executive Director) either in person or by email.
 - c. Uyen may start a mediation process with the people involved.
 - d. If you continue to use racist, sexist, ageist, ableist, or other discriminatory language, actions, or behaviour, continuing to make the space unsafe for others, your relationship with Artbeat Studio may be suspended.
- C. You cannot smoke on studio property.
- D. Artists are expected to use a keep their voice at a low level. Please do not make excessive noise. It would be best to use headphones to listen to music or videos. If you do not have any, keep radios, disk players or other entertainment devices at volumes that do not disturb others.
- E. Any guests to Artbeat also have to follow these policies. All guests must sign in and wait until the artist or staff they are visiting comes to get them. Artists are responsible for the visitors they invite. If an artist's visitor is disruptive, both artist and visitor will be asked to leave.
- F. Artists are expected to be a respectful ambassador of Artbeat Studio. This could be to the public or visitors who want to join the program later.
- G. Sometimes there are tours of Artbeat. These show people what Artbeat Studio is and what makes it so unique. People who are on tours might be studio candidates, business partners, community members, family, or others. Tours will be about 30 minutes long. They will usually happen only on Thursdays between 12:00 and 2:00 pm. Tours are given by alumni artists who understand they can disturb your work, so they will do their best to keep that from happening.

6. Artbeat Studio Outreach and Community Capacity Building

Artbeat Studio exhibits and promotes participating artist's works to advocate for each artist and to raise awareness of the mental illness.

- You will have a group exhibition at the end of a 6-month program period. This might be virtual or in-person. We might be able to have a reception but we might not. This is going to depend on Manitoba's COVID-19 cases and provincial health orders.
- Your work and biographies will be published in an Artbeat Annual book.
- Your work will be published online.

Artbeat Studio has the right to exhibit any works created at the Studio. Artbeat also has the right to display the artist's name, biographical information, and a photo of the artist. You will get the chance to approve your photo and bio before we show them. 100% of the price of anything sold during the group exhibition goes to the artist. There are different rules for pieces that are sold later at Upbeat Artworks. You will have the option to sign a new contract explaining that after your residency is done.

Works are selected to be shown at this exhibition by the exhibit curator. This person will be announced to you closer to the end of the residency. There is not always space to show every piece that every artist has made. For example, sometimes pieces are too big or there are too many. The curator will also think of a theme or thread through the exhibit, so wants all the pieces on display to go together to make a statement. Each artist will have work in the exhibit, and the curator will try to represent each artist and their work fairly, in the most appropriate way.

Artbeat Studio is not a foundation. It does not give grants to artists. But doing this program can help with future grant applications. Artbeat can provide supports and resources to assist residents and alumni with grant applications.

We hope that Artbeat Studio alumni will apply to volunteer for positions at Studio Central, Upbeat Artworks, or community projects. You can fill out a form about this at the end of your residency.

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