



CERAMICS COOPERATIVE AGREEMENT GUIDELINES

Effective November 2009

MISSION

The Union Project Ceramics Cooperative seeks to assist emerging artists in growing and strengthening their creative process in a supportive, communal environment. By being a gathering of artists who create together in a shared space, energize one another, and collaborate, the co-op will contribute to Union Project's greater mission to be an incubator that fosters the development of ideas, individuals, and organizations for positive social change in Pittsburgh's East End. It is the hope that each artist eventually feels a sense of belonging and responsibility toward the co-op's mission as well as the mission of Union Project.

As part of our mission, Union Project strives to provide access to all. Financial accommodations may be made based on need and according to current co-op membership levels. Union Project staff will review individual requests on a case by case basis.

MEMBERSHIP FEES

Full Members: \$300/month, \$3,000/year, refundable \$300 deposit

Associate Members: \$120/month, \$1,200/year, refundable \$120 deposit, and 3 UP service hours

Firing Members: \$30 per electric firing, \$20 per 12inx24inx6in space in gas kiln

*All membership fees are due by the 1st of each month. Payment is considered late on the 5th of the month. A \$25 late fee will be imposed after a week if monthly fee has not been paid. If a member becomes two months overdue on fees, her/his shelf will be cleared. No notice given. No exceptions made.

MEMBER ACCEPTANCE

Each perspective full and associate member applicant undergoes an application process in which the applicant submits a current resume, a brief letter of interest indicating motivation to join co-op and experience with clay, and complete an interview with a Union Project staff member. Applicants are encouraged to provide 10 slides of current artwork. An associate member may apply for full membership after six months. All applications are considered on a first-come, first-served basis until spaces are filled. Accepted members must submit a completed and signed agreement form and his/her refundable deposit before receiving benefits.

A firing membership is available for single firings only. The facility currently has two electric kilns, one forced air reduction gas kiln, and one offsite woodfire kiln available. The membership will be for use of one kiln for one firing only. Firing members must be present at the kiln loading and unloading, supervised by UP staff, and must assist with kiln maintenance at the completion of the firing.

Membership decisions are made at the discretion of Union Project staff and will be reevaluated periodically to determine that each membership agreement is fulfilled.

MEMBERSHIP BENEFITS

All ceramics co-op members are welcomed into the greater Union Project community, and are encouraged to actively participate in our mission to create community by connecting neighbors and celebrating art and faith in a common space.

Studio schedule permitting, full and associate members are entitled to approximately 10 cu. ft. space in communal bisque firings each month, available on a first-come, first-served basis. Only co-op members who have been approved by UP staff may operate kilns. To perform a firing, approved members must schedule and obtain permission from Union Project staff. Members are responsible for loading and unloading kilns. Unloading must be done in a timely manner. Unless otherwise specified, Union Project staff must be present at time of firing. Firing

priority is always given to Union Project ceramic class work. Members are entitled to participate in at least one gas firing per month, and space will be shared based on participants.

Full members enjoy 24-hour studio access and unlimited use of non-programmed studio space. Equipment use includes studio glazes, potters wheels, slab roller, clay mixer, pugmill, extruder, and scales. Each full member will have labeled personal storage space (approximately 94 cu ft) for artwork and limited space for personal equipment allocated by Union Project staff.

Associate members are guaranteed access to the studio during Union Project hours (9 AM -5 PM Mon-Fri), as well as extended hours contingent upon current number of full members. Associate members have the same access to studio equipment as full members. Each associate member will have labeled personal storage space (approximately 47 cu ft) for artwork, tools, and clay.

MEMBERSHIP DUTIES

All members are required to clean up after personal usage of the studio, which includes, but is not limited to, wiping down wheels and splash pans, cleaning kiln shelves, sweeping and mopping floors, wiping table tops and counters, cleaning and putting away any equipment used, cleaning sinks of debris, putting all work in proper storage areas, and thoroughly cleaning clay mixer and pugmill.

Members are expected to log UP service hours to be checked and counted by Union Project staff. Members may occasionally be asked to perform needed tasks by Union Project staff person. Members are also expected to sign in and out of the studio.

All members must attend studio safety trainings. All members are encouraged to attend quarterly co-op meetings. If a member is unable to attend a meeting, s/he must notify UP staff and get minutes from the meeting.

TOOLS AND EQUIPMENT

A member will be held responsible for damage to facility or equipment if obvious negligence or uncertified use is the cause.

Members must supply and care for personal tools. Any personal equipment stored in the studio must be approved by Union Project staff. Union Project cannot accept responsibility for any damage to personal equipment.

Glaze chemicals will be used at the discretion of Union Project staff. Use of raw glaze chemicals is not included in any membership level. However, personal glaze materials may be purchased on a case-by-case basis after consultation with Union Project staff.

Only Union Project staff and certified co-op members may operate electric and gas kilns. Members must pass a certification process in order to operate equipment including pug mill, clay mixer, spray booth, and kilns. Uncertified use of equipment may result in a warning or immediate termination of membership and forfeiture of deposit.

GALLERY SPACE

All members are encouraged to participate in an annual, all-inclusive co-op member show held in Union Project's gallery space. Union Project requires a thirty percent commission on all sales made at Union Project. If any work is sold in an outside show or other professional venue, Union Project requests that the member clearly acknowledge her/his association with Union Project's co-op at the event.

WORKSPACE

The Union Project ceramics studio is a public space, and equipment is available on a first-come, first-served system. All members are expected to respectfully work with others in a communal, creative environment. Part of being a respectful member means putting personal work away in assigned storage areas, cleaning up after oneself, and giving others appropriate quiet and space, caring for and cleaning communal equipment so others may use it after you.