MOSHIER POTTERY STUDENT MANUAL

Welcome to the pottery studio at the Moshier Community Art Center! We're glad to have you here and hope the following information will help you make the most of your experience in the studio.

Who can use Moshier?

The City of Burien's pottery studio is designed to meet the needs of students at all skill levels. Use of the facility is limited to individuals who have register in advance for pottery classes or workshops. Visitors may arrange with staff to observe a class. Due to safety concerns, youth are not allowed in the studio outside of class time.

Open Studio Hours:

Students currently registered in Adult Clay Classes (except workshops and free classes) may use the Open Studio Hours during the times listed below while the class is in session. Children, friends of students, and pets are not permitted in the classrooms during open studio hours. Open Studio Hours are subject to change, please check the studio calendar in the Throwing Room for more information.

Studio Day	Time	Type of Studio
Monday	12:00 – 3:30pm	Drop-in
Tuesday	12:00 – 3:30pm	Drop-in
Wednesday	10:00am – 3:30pm	Drop-in
Thursday	12:00 – 3:30pm & 6:00-9:00pm	Drop-in
Saturday (check studio calendar for dates)	10:00 am - 3:00 pm	Drop-in

Note: Summer Quarter, youth classes have priority with the handbuilding equipment during daytime hours.

Studio Attire:

Participants need to wear shoes in the building. Closed-toe shoes are recommended.

Supplies and Clay Bodies:

- Loaner tools are available for beginner students.
- Clay is available for purchase from Moshier for $20 per 25lb bag. Credit cards only.
- If you are interested in purchasing clay outside of Moshier, please email or talk to staff first.
- Recommended clay bodies at Moshier: BC6, Swan Creek, Desert Gold, Whitestone.
- Clays containing **manganese and paper clay*** are **not permitted** in the studio**.**
  **Paper slip is ok to use for repair work on pieces.*

Lockers:

- Lockers and cubbies are available at no cost, if space permits. No personal locks are allowed.
- **Locker Sign-Up**: If you'd like to request a locker, please fill out the Locker Request Form on the first day of class. If lockers are available, they are assigned based on seniority.
- **Cubby Sign-Up**: Anyone may sign up for a cubby by adding their name to the cubby list located on the left of the cubbies. Numbers on the list correspond to the number on the cubby. If you are assigned a locker, you must remove your items from the cubby. You may not have both a locker and a cubby.
- Please avoid overfilling your locker, as this can damage the chicken wire.
- **Lockers and Cubbies:** Students must **relinquish their locker and remove their name label** if they are **not enrolling** in the following quarter. Students must relinquish their cubby if they are **not enrolling** in the following quarter. Any materials left behind will become the property of the pottery program. **Spring-to-Fall Exception:** Students planning to enroll in **Fall quarter** are not required to empty their lockers at the end of **Spring quarter.**
- **Annual Clean-Out:** All lockers and cubbies must be **emptied out in December** for cleaning and repairs. Dates will be posted.

Student Responsibilities

Pottery Wheel

- Always use wheels with pin intact.
- Thoroughly clean wheels, pans, stools, tables, and bats. Floor space should be mopped and clear of clay spills and pottery shavings.
- Turn off the wheel after use and **place the stool upside down on wheel head.**

Community Space and Tools

- The studio has equipment, some glazing supplies, hand tools and bats for common use. Please return CLEANED tools and bats to appropriate storage area at the end of class/studio.
- This is a shared community space, please do not use all molds at once or monopolize all the tables.
- All personal tools and supplies must be stored in your locker. Those without lockers, can store their clay on the designated shelves in the Wheel and Handbuilding Room

Tables, Sinks and Wedging Tables

- NEVER discard clay in the sink. Pour off water and put heavy slip in the slop buckets in sink. Clean tools in slop buckets before cleaning with clean water.
- Clean wedging, plaster, and canvas tables after use. Do NOT leave work on tables.
- Mop floors where you were working and place stools on top of table at end of class/studio.

Glaze Room

- Glaze should NEVER be discarded in the sink. Use the buckets in the sink to clean off all glaze and stain from tools before rinsing with clean water.
- Return glazes to their proper places and clean glaze tables after you are done. Replace lids on glaze buckets. Return cleaned tools to their proper places.
- Clean any spills, mop floors and place stools on top of tables at end of class/studio.

Wet Work

- Always sign or stamp your work before firing.
- Cracked and broken pieces will not be fired.
- We reserve the right not to fire artwork made with unrecognized clays or made by anyone not currently enrolled in a class.
- Greenware should be leatherhard before being placed on the greenware shelf. Store wet work in the drying room or on shelves in Handbuilding Room.
- Please give yourself adequate time to finish wet work. Wet work left until the last two weeks of classes may not be bisque fired and ready to glaze during the final week of class.

Workday

- Moshier Art Center holds a volunteer student workday a couple of times a year. Volunteers help with mopping, wiping down tables and general cleanup. All are encouraged to come and help!

Glazing Guidelines:

- You may bring in commercial glazes and underglazes to use. All commercial glazes or underglazes used in the studio, **MUST HAVE STAFF APPROVAL**. All commercial glazes and underglazes must **BE LEAD FREE, have the AP NON-TOXIC** label on it and stored in student locker.
- All outside commercial glazes and underglazes must be tested first before using on your final piece.
- Only staff and approved volunteers can mix studio glazes.
- No unlabeled materials or clay is allowed in the Moshier studio.
- If using large quantities of an underglaze, students will be asked to purchase their own.
- Glazes that are cracked or poorly applied will not be fired.
- All work must have a bare bottom (no glaze, underglaze, stain) to avoid sticking to kiln shelf.
- Students are responsible for damages incurred by using glazes improperly.
- Never add water to a glaze. If glaze is too thick, notify staff or write it on the board in the glaze room.
- Pieces with glaze too close to the bottom will be placed on the NEEDS HELP cart. Clean the bottom and put piece back on the To Be Fired shelf. Pieces left on this cart for more than two weeks will be discarded.
- Please do not leave all your glazing until the end of the quarter; you learn more if you glaze throughout the course.
- If you are not returning for next term, all glazing must be completed by the end of the current quarter.

Firing Guidelines

- **Production work is not allowed.** Moshier's aim is to provide a learning environment to as many students as possible, we cannot accommodate production-level work. If your work **occupies a large volume of kiln space** or you are producing **large amounts of work**, **you will be charged extra or asked to fire somewhere.** This policy helps ensure fair access to firing for all students.
- Unusual shapes or odd sizes may sit on the shelf until there is enough similar-sized work to fill the kiln.
- Size limits for firing: To make gas kiln firings as consistent as possible, pieces for the gas kiln must not exceed 16" height, 14" length and 14" width. Flat pieces cannot exceed 18" x 20".
- Pieces for the electric kiln must not exceed 18" height and 16" width.
- Please be patient with kiln firings. The kilns are fired regularly if enough work is available to fill them. It may take several weeks, or a month or two, for your work to be fired depending on the size of your work. Please remember that Moshier is a recreational facility and not a production facility.
- Cracked or broken pieces will not be fired.
- Cones correspond to temperatures. We fire to cone 04 bisque (1940 degrees), cone 5/6 oxidation (2185 degrees/electric kilns), cone 5/6 reduction (2232 degrees/gas kiln).
- Please make sure to put glazed pieces on the correct shelves. There are 3 different shelves for glazeware: cone 04, cone 5/6 oxidation and cone 6 reduction.

Picking up Projects:

- After the final class, all glazed and bisque work will be stored on designated shelves and tables.
- At the end of each quarter, the following areas are cleared and cleaned: **the Drying Room, Handbuilding Room, Glaze Room shelves and Handbuilding shelves**. Any work left in these areas **will be discarded.** Signs are posted the last 2 weeks of class to let students know when this will happen.
- **Fired bisque and glaze work is held for 2 weeks into the next term.** A cut-off date will be posted. Any work left beyond that date will be donated to the Pottery Sale, Empty Bowls or discarded.

Pottery Sales:
The students of the Moshier pottery program host a Pottery Sale twice a year. This is open to all students in the program who have been enrolled in a (paid for) City of Burien pottery class during the current year. Check the Moshier bulletin board for dates and information.

Private Studio Spaces:
Moshier Art Center leases space to professional artists whose studios are outside of the community spaces. These spaces are private and open to the public by invitation only.

Inclement Weather Policy
During periods of inclement weather or power outages, Moshier Art Center may need to cancel or reschedule classes. Burien Parks and Recreation follows the Highline School District. Please see Inclement Weather Policy Sheet for more detailed information.

Transportation:
- Free parking is available in the parking lot in front and to the side of the building. Parking is shared with Highline High School and Burien field use. There may be limited parking during football games or other events. If the parking lot is full, students may park at the **Sunnydale lot** and walk to Moshier. Parking cannot be guaranteed.
- Check the bulletin board for daily schedules of Moshier Park field and Highline High School stadium events.
- Do not leave any valuables in your car.
- Public Transportation: The Metro 161 stops on 156th and 4th Ave South. Walk on 4th Ave South to the Moshier Art Center.

Studio Safety and important Information
- No sanding of greenware or bisqueware is allowed in the studio. Sanding greenware or bisqueware creates harmful airborne dust. If you must sand, do so outside the studio and wear a proper mask.
- No food or drinks are allowed in the glaze room.
- Moldy clay is not permitted in the studio.
- When cleaning table, use a damp sponge-DO NOT use a hand brush; this creates harmful dust in the air.
- DO NOT touch or open gas or electric kilns without authorization from Moshier Staff. Kilns can be extremely hot, and you may be putting yourself at risk for injury or damaging pottery pieces if you open the kiln before it is cool.
- Wear gloves when using stains.
- Do not block exits at any time. Keep all pathways clear for safety.
- When purchasing clay at Moshier, please mark your bag of clay with your name and type of clay.
- Please do not move or handle other students work. Please see your instructor or Moshier Staff.
- A liner glaze should be used on the inside of functional pots. Liner glazes are used to prevent exposure of the user to glaze ingredients that are prone to leaching. They don't contain any toxic ingredients in them and do not craze. Ask your instructor for more information regarding these glazes.

Note: The City of Burien is not responsible for lost, damaged, or stolen items or items not picked up on time.
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