

MOSHIER POTTERY STUDENT MANUAL

Welcome to the pottery studio at the Moshier Community Art Center! We hope the following information will help you to utilize our facility.

Who can use Moshier?

The City of Burien's pottery studio is designed to meet the needs of students at all skill levels. The facility is open to those who have registered in advance for classes and workshops. Visitors can make arrangements with staff to observe a class. Due to safety concerns, youth are not allowed in the studio outside of class time. Children, friends of students, and pets are not allowed in the classrooms during open studio hours. Open studio hours do not extend past the end of the class session.

Open Studio Hours:

Students currently registered in Adult Clay Classes (except workshops and free classes) may use the Open Studio Hours listed below while the class is in session. Open Studio Hours are subject to change, please check the studio calendar in the Throwing Room for more info.

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: Be advised that during Summer Quarter, youth classes have priority with the handbuilding equipment during studio daytime hours.

Studio Attire:

Participants need to wear shoes in the building and clothing that is washable. Closed-toe shoes are recommended.

Supplies:

- Loaner tools are available for beginner students. Tools and sponges can be ordered when purchasing clay.
- Clay orders are taken at the first class, except for summer quarter. Approximate cost per 50# box is \$18-\$35. Refer to Bulk Clay Order Procedure for more details.
- Boxes of clay that are not picked up by 3rd week after delivery will become property of Moshier Art Center.
- Some clay is available for purchase from Moshier for \$16 per 25lb bag.

Bulk Clay Order Procedure:

Students may participate in purchasing clay through a bulk order from Clay Art Center, located in Fife. This service provides students with clay at a discounted rate. The ordering procedure is voluntary, and students are not required to purchase their clay through this service. Clay can take up to 3 weeks for delivery.

Clay Bodies:

- Students can choose to acquire clay on their own at any pottery supply store but will need to talk with their instructor or Moshier staff prior to purchasing.
- **No clays containing manganese are allowed in the studio.**

Lockers:

- Lockers are available at no cost if available.
- Advanced students are given priority for a locker space and students may be asked to share a locker.
- If you would like a locker, please let your instructor know and you will be added to the waitlist for the next available locker.
- *No personal locks are allowed.* Students must relinquish their locker if they stop taking classes unless approval given by Moshier staff. **Materials not removed become the property of the pottery program.**

Student Responsibilities

Pottery Wheel

- All work on pottery wheels needs to be with pins intact.
- Thoroughly clean wheels, pans, stools, tables, and bats. Floor space should be mopped and clear of clay spills and pottery shavings.
- After wheel is clean, make sure to turn off wheel at the end of class/studio time. **Please put 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 only. Those without lockers, can store their clay underneath the wedging table or on the designated shelves in the Handbuilding Room

Tables, Sinks and Wedging Tables

- Clay should NEVER be discarded in the sink. Pour off water and put heavy slip in the slop buckets in sink. Clean tools in the buckets first before cleaning with clean water.
- Clean wedging, plaster, and canvas tables after using them. 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. Clean tools and wash off glaze in the bucket first 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

- Carefully sign or stamp your work before you have it fired.
- 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.

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:

- You may bring outside commercial glazes and underglazes to use. Any commercial glaze or underglaze for personal use and 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.
- Any glaze stored in the glaze room is for community use.
- Only authorized personnel (i.e. Moshier staff, instructors, and staff 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 are asked to purchase their own supply of that item.
- Glazes that are cracked or poorly applied will not be fired.
- Students are responsible for damages incurred by using glazes improperly.
- Glazes that are too close to the bottom of a pot will be placed on the NEEDS HELP cart. Clean up 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.
- All work must have a bare bottom to avoid sticking to kiln shelf.
- Please do not leave all your glazing until the end of the quarter; you learn more if you glaze throughout the course.

Firing

- Production work is not allowed. Due to the number of classes at Moshier, we are not capable of servicing students at production levels. **You will be charged extra if your work occupies a large volume of kiln space or asked to fire elsewhere.** Our aim is to provide a learning environment for as many students as possible. Making large amounts of work limits others access to Moshier kilns.
- Odd sizes may sit on the shelf until enough of the size is available.
- 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 20" height and 18" width.
- Every effort will be made to fire projects made each quarter. In the event of insurmountable firing needs, students may need to fire elsewhere.
- 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.
- We fire to 3 different temperatures. Cones correspond to temperatures. We fire to cone 04 (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 marked and stored on designated shelves and tables.
- Unfinished projects should be stored in lockers.
- At the end of each quarter, the drying room, hand building room, glaze room shelves and hand building shelves are cleaned. **Any work left in the Handbuilding Room, Drying Room or Glaze Room 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.** The 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 instances when the parking lot fills up due to football games or other events.
- Please 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 Information

- To protect students from harmful dust, no sanding of greenware or bisqueware is allowed in the studio. If you must sand, please sand all greenware and bisqueware pieces outside of the studio and use a proper mask.
- No eating or drinking in the glaze room
- No moldy clay will be allowed in the studio.
- Use a damp sponge to wipe down tables. 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.
- There will be no use of the spray booth during class or open studio times. Please see Moshier Staff for dates and specifics.
- Wear gloves when using stains.
- Please do not block exits at any time.
- When purchasing clay at Moshier, please mark your bag of clay with your name and type of clay.
- Please do not move 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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