

## ALMONTE POTTERS GUILD STUDIO APPLICATION

The Almonte Potters Guild (APG) is a non-profit organization that is dependent on their studio potters to help with the operations of the studio. It's important to understand that APG operates differently from a community centre or private pottery studio.

We all work together to create a successful studio: ours has a history of more than 20 years, and almost all through volunteer efforts. The APG currently only employs a part-time technician and a part-time administrative assistant, with volunteers doing the majority of the work needed to run a studio.

In choosing new Studio Potters, the APG aims to find people who will cover the range of skills needed to run a pottery studio. We also try to find people who are most likely to work at different times of the day to avoid overcrowding.

The APG is designed to engage and support experienced potters as hobbyists. We do not have the facilities to support commercial production.

**Thank you for your interest in the Almonte Potters Guild.**

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## **Pre-requisite:**

Studio users must have a good working knowledge of the ceramic process, be able to work independently in the studio, and be able to contribute to the maintenance of the facilities. All participants new to our studio must attend a studio orientation before working at the studio. An orientation date and time will be arranged upon acceptance.

## **Studio Packages:**

The APG offers studio time to individuals (18+ yrs.).

Priority is given to those who have taken at least 2 pottery courses at the Almonte Potters Guild.

The number of Studio Packages is limited by the size of our space. If no space is available, you will be placed on a waiting list for the next available spot (your name will remain on file for 6 months from the date of your application).

The APG offers several types of Studio Packages. Prices are available on our website and are subject to change without notice.

## **Shelf Space**

New studio potters must purchase the 20-hour Studio Package when first joining the APG. This is a one-time trial period in which both the potter and the studio decide if the potter is a good fit. There is a shared communal shelf for this package, and tools, clay etc. cannot be kept at the studio. After this period is completed, studio potters can purchase a larger Studio Package and will be assigned a shelf for work in progress, clay, and tools.

## **Studio Hours**

Studio Potters are given a key to access to the facilities outside of scheduled class time, 24/7.

## **Sign-In**

Studio Potters must sign in and out of the studio for each visit.

**All clay must be purchased from the APG.**

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Studio Package: (20 hours for new potters) \_\_\_\_\_ Application Date: \_\_\_\_\_

1. How long have you been working with clay?

\_\_\_\_\_

2. Please describe your level of experience in the following areas:

Wheel: \_\_\_\_\_

\_\_\_\_\_

Handbuilding: \_\_\_\_\_

\_\_\_\_\_

Loading & firing a kiln: \_\_\_\_\_

\_\_\_\_\_

Mixing glazes: \_\_\_\_\_

\_\_\_\_\_

Teaching: \_\_\_\_\_

\_\_\_\_\_

Other relevant pottery and studio experience:

\_\_\_\_\_

\_\_\_\_\_

3. Do you have any experience working in a communal pottery studio? \_\_\_\_\_

4. How frequently and when, might you be using the studio? (daytime, evenings, etc.)

\_\_\_\_\_

5. Below is a list and description of some of the jobs and activities required at the studio. Please indicate in which area you are willing and able to contribute, as well as applicable experience:

**Workshops and Events:** organizing workshops and other events of interest to the membership, other potters, and the general public. \_\_\_\_\_

**Kiln:** contributing to kiln maintenance; loading and unloading: \_\_\_\_\_

\_\_\_\_\_

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**Glazes:** making studio glazes; making test tiles. \_\_\_\_\_

**Clay and Office Supplies:** managing inventory, picking up clay and supplies at Capital Pottery Supplies in Ottawa. \_\_\_\_\_

**Studio Sales, Exhibits:** planning, organizing, and scheduling studio sales and community exhibits; overseeing the window display. \_\_\_\_\_

**Marketing and Public Relations:** promoting the APG and its events to the local pottery community and the general public; fund raising; creating promotional flyers and ads.

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**Studio Courses:** organizing teaching opportunities within the studio. \_\_\_\_\_

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**Studio Packages:** Maintain records of active studio potters including packages and shelves; provide orientation to new studio potters. \_\_\_\_\_

**Website:** web development, maintaining the APG website. \_\_\_\_\_

**Social Media:** creating and posting content on several social media platforms (Facebook, Instagram, etc.) \_\_\_\_\_

**Finance:** paying bills; bookkeeping; monthly reconciling of bank accounts through QuickBooks; working with an accountant for corporation and tax filing.

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**Policy and Guidelines:** developing, writing policies, guidelines, review legal documents, leases, articles of incorporation, insurance etc. \_\_\_\_\_

**Grant writing:** Researching, writing and submitting grants for the studio.

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**6. If you don't have the skills for any of the above tasks, can you contribute to an area that is not listed?** \_\_\_\_\_

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Submit application and any other documentation to  
manager@almontepottersguild.com