

## **RESIDENT GUIDE**

### **ADRIAN CENTER FOR THE ARTS (ACA)**

#### **Mission Statement**

Adrian Center for the Arts provides art education and resources to help facilitate creative endeavors for people of all ages. We provide a large fellowship of passionate artists and volunteers who enrich and cultivate an environment that has become a catalyst of creativity.

#### **Overview**

The ACA operates under the umbrella of the Lenawee Council for the Visual Arts (LCVA), which was incorporated as a non-profit in 1998. The ACA is an organization of talented artists working in many different mediums. Resident Artists work in their studios, may be invited to teach classes, participate in campus wide and studio specific events and conduct tours of their respective studios. Resident artists must become dues paying members of the ACA by paying an annual \$50 in July. Classes are offered throughout the year and are open to ACA members and the public.

#### **Major Events**

The ACA has three major events per year, (Spring, September and December) in which we ask residents to participate. The activities of the events vary from year to year, and Studio Directors will alert residents as the events approach.

#### **ACA Organization**

A variety of art studios are available to resident artists. Each studio has a Director. Each Director serves on the Directors' Committee. This committee, along with the Executive Director, provides the day-to-day operation oversight of the ACA. The LCVA Board provides the financial and policy oversight for the entire organization. Residents are encouraged to become a part of decision making and the direction of the ACA by at least being active in your studio and at most, taking an active role with programming.

ACA Directors 2020 - 2021

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**Andrea Marsh**, Director of Youth Programs  
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### **ACA Website**

The website has comprehensive information about the ACA including Gallery exhibition opportunities. There is also a portal for residents that has these guidelines, applications and other helpful materials. [www.adriancenterforthearts.org](http://www.adriancenterforthearts.org)

### **ACA RESIDENT ARTIST POLICIES PROCEDURES AND RESPONSIBILITIES**

#### **The Resident Artists at the ACA are part of a cooperative studio**

Each resident is expected to staff their respective studios each week to facilitate open studio time, classes, tours, gallery exhibitions and/or events as determined by the studio. Studio Residents help with studio maintenance and housekeeping in their respective studios.

Each Studio Director organizes schedules and provides media-specific orientation for new Residents and calls studio wide meetings. Attending Studio meetings will keep you well informed on all activities and opportunities available at the ACA.

As the ACA is a cooperative venture, residents are encouraged to volunteer at least three-hours per month in upholding this mission. This can be done by hosting the gallery during public hours, helping with ACA events and serving on committees such as programming, events and others.

### **Resident Benefits**

**Professional Artist Series:** Successful artists give an insight into their professional practice.

### **Marketing Seminars**

Artists may partake of advice and counsel from a professional market consultant at no charge. Strategies on how to employ social media for marketing are also shared. Residents will be made aware of such seminars.

**Sales Opportunities:** The opportunity to sell your work at two campus-wide events each year free of charge with no commission fee.

**Exhibition Opportunities:** All Residents, as members of ACA, are encouraged to show in the gallery's member retail shop. The Gallery hosts seven shows per year. Additionally, there are opportunities to show off-campus at such sites as the Crosswell Gallery, the annual Trade Show, Starbucks and Adrian Armory. Artists will be notified by email as shows become available for exhibition. See the website for further information on how to submit work for LCVA sponsored exhibitions.

**ACA Social Gatherings:** Periodically, social gatherings, potlucks and receptions are planned so that ACA artists can meet their campus colleagues.

**Special Programs:** Unique, special programs are planned which encourage collaboration and hands on experience in media other than your own. Some of these are free to the residents.

**Teaching:** Opportunities to teach may be offered by the studio director, which might involve on campus or outreach programs. Teachers will be paid and must submit an invoice, which is found on the website, to receive their stipend.

If you are invited to submit classes to teach, each teacher is limited to 5 classes per session. The ACA has four sessions per year; Fall, Winter, Spring, and Summer. These classes may be as short as a single 2-hour class or longer, or can be a series of classes offered up to eight weeks. There are two interim sessions in December and May/June. Classes will be promoted once approved by your studio director and the ACA programming director.

ACA studio artists who wish to teach classes on **campus must have those classes approved in advance through the ACA, and course registration and payment must be made through the ACA.** ACA studio artists may not offer instruction on the ACA campus except for those classes scheduled through the ACA.

A background check through the Michigan State Police will be run on all who teach an ACA class.

**Side by Side:** the ACA offers a unique "Side by Side" program for a limited number of area high school students. Students will work with an ACA resident to learn more about the media he or she is interested in. Mentors for this program are paid a stipend. The experience concludes with a

gallery show and reception. Students of the Side by Side program are asked to volunteer at the ACA summer youth camp, Art Rocks Kids (ARK).

Residents may take ACA classes at a 10 % discount. This discount is available to residents in good standing, and the course fee must be paid up at the time of the class.

## **Communication**

Email is the official communication mode for the ACA. Email communications about campus activities, opportunities, and policy updates will come from the Executive Director and Directors Committee thru the ACA email: [adriancenterforthearts@gmail.com](mailto:adriancenterforthearts@gmail.com). LCVA Board, ACA Studio Director and ACA Director committee meetings are held monthly.

## **Resident Rent Payment – Please see Resident Artist Agreement**

### **Resident Space**

Residents may decorate rented space as they wish, however, any structural changes are prohibited. Any and all materials, including trash, must be removed by you from your studio space and can be disposed of in the dumpster located just north of the gallery.

Residents may share larger studio spaces. If you share space with another resident, you must keep your items restricted to your assigned space. Please consult with your studio director regarding available shared spaces.

*Specific to Clay:* Clay Residents have a shelf in a common area, all materials must be stored on the shelf. One bucket is allowed on the floor in front of the shelf. These rules are in place to conform to fire regulations. No storage of anything on the residents own personal wheel. There is also a common shelf in the glaze studio for Clay resident only use. Operation of the kilns is NOT included in your residency. Only authorized individuals may load, unload and fire ACA kilns.

### **Liability Insurance**

All LCVA/ACA events and areas of campus are covered by LCVA/ACA liability insurance.

The Lenawee Council for the Visual Arts carries general liability insurance for LCVA sanctioned and sponsored activities and events on the ACA campus. These activities include general studio operations and having the public on campus for studio visits, gallery exhibits, open houses, demonstrations, classes and other LCVA/ACA sponsored activities.

The LCVA also carries property insurance for property and equipment OWNED by the LCVA/ACA. The organization DOES NOT provide coverage for personal property stored or used on the campus. Studio artists who have valuable personal equipment in their studio space (cameras, computers, printers, etc), should consult with their own insurance carrier as to their coverage needs.

### **Classroom Usage Fees**

All classroom areas are reserved for ACA purposes including but not limited to classes, gallery hosts, volunteers and interns. Members have access to the 1<sup>st</sup> floor Studio Gallery space when classes are not in session, Monday through Friday, Noon – 4 p.m. You are responsible for cleaning the space. Check with the Executive Director for availability.

### **ADA and Fire Hazards**

As a public space, the hallways and doorways will need to be clean and clear from debris and décor. Studio space is not meant to be storage space. Boxes and garbage may not sit outside of your studio or shelf area at any time. No candles with flames will be allowed in any studio.

### **Holiday Closures**

The ACA will be closed to students and the public on these holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas. This means, if you are responsible for managing open studio hours or sitting the gallery, and the holiday is on your normally scheduled day, you need not do so. You may, however, work in your studio.

### **Alcohol Policy & Smoking Policy**

The ACA Campus is a non-smoking property. All forms of smoking (including vaping) are prohibited in the buildings and on the grounds. The consumption of alcohol in the studios or on the ACA campus is prohibited except during ACA sanctioned events. The ACA campus is a drug-free zone and the use or possession of illegal drugs is not permitted. Violation of any of these policies may result in the loss of studio privileges.

### **Pet Policy**

All pets must be under your control at all times. ACA regulations and insurance liability require that animals must be on a leash in all public areas. Please pick up after them.

### **Facility Needs**

Notify your Director immediately via email or phone if you notice facility needs in your studio. The director will forward the request to the Facilities Committee Chair for repair. If you find any situation that is dangerous to health or safety notify the appropriate Director or Executive Director immediately.

### **Suggestions**

Each studio has its own procedure for submitting requests, and suggestions via your Studio Director. We are always looking for new ideas and ways to improve.

### **Volunteers**

We always need help! If you know anyone interested in volunteering there is an on-line form at <http://www.adriancenterforthearts.org/volunteer>. For further information, contact Volunteer Coordinator, Amy Philp at 517-403-1367.