

# Access Arts Artist in Residence Agreement

## Non-Live-In

This contract is made on \_\_\_\_\_, between Access Arts/School of Service (hereafter "AA") and Artist in Residence, \_\_\_\_\_ (hereafter "AIR").

This agreement is a \_\_\_\_\_ month contract beginning on \_\_\_\_\_.  
Extension of this agreement is possible.

### 1) AA and AIR agree to the following:

- a) AIR will be given codes to the studio keypads, allowing entrance at any time. AIR is responsible for locking the studio when leaving.
- b) AIR shall not disclose the codes to the keypads to any other person without consent of the Executive Director or a Studio Manager.
- c) Studios shall not be used for living quarters or any purpose other than the making and/or displaying of artwork.
- d) AIR shall not conduct personal lessons or classes outside of Access Arts programs within Access Arts studios.
- e) No person(s) other than AIR shall make use of the property without AA's written permission.
- f) AIR has read and agrees to abide by the Access Arts Ceramic Studio Policy.
- g) AA does not provide insurance coverage for AIR's personal property.
- h) Either AA or AIR may terminate this agreement at any time thereof by giving the other party thirty (30) days written or verbal notice prior to the end date. All terms and provisions of this agreement shall remain in full force and effect until AIR has vacated the premises.
- i) Any notice which either party may or is required to give, may be given by mailing or hand-delivering written notice to the said party, or by contacting via email or telephone. Any notice directed to AA should be made to:

School of Service, Inc.  
Shawna Johnson, Executive Director  
1724 McAlester Street  
Columbia, MO 65201

Office phone: 573-875-0275  
Cell phone: 347-463-3411  
Email:  
[Shawna@SchoolofService.org](mailto:Shawna@SchoolofService.org)

## **2) AA Expectations and Benefits:**

- a) AIR will have 24/7 access to communal and/or private studio to work on personal artwork.
- b) AIR is responsible for managing his/her/their own materials associated with the production of artwork.
- c) Materials used for projects for the direct benefit of Access Arts (such as making work that is then donated to Access Arts) will be included
- d) Private sales and participation in other arts outlets is allowed and encouraged by AA.
- e) AA will provide mentorship opportunities for the AIR using internal or external resources
- f) AIR will have the opportunity to participate in an annual sale and/or private or group show organized by AA.
- g) AIR will gain experience teaching a diverse, eager group of students.
- h) Wireless Internet connection is available in conference room and studios (artists must provide their own computers/tablets, etc.).
- i) AIR will be required to fill out monthly timesheets, giving an accounting of hours and activities. For each month that 28 service hours are completed, AIR will receive a monetary stipend of \$100 in addition to other benefits.
- j) Performance reviews of artistic growth, teaching and professionalism will be conducted with the Executive Director on a quarterly basis, or perhaps more frequently if needed.
- k) See addendum D for benefits specific to Ceramics residents.

## **3) AA expects the following of all AIR:**

- a) Artistic Growth:
  - i) Set S.M.A.R.T. personal artistic goals. (Specific, Measurable, Attainable, Realistic, Timely)
  - ii) Show steady progress towards artistic goals. Communicate if/when those goals evolve.

- iii) Devote an appropriate amount of time to developing a body of work. The specific amount of time will be determined by the AIR together with the Executive Director or AIR Mentor during initial orientation and subsequent evaluations.
  - iv) Engage with the creative community in a manner conducive to one's personal artistic goals, such as online, through exhibition, panel discussion, local engagement, etc.
- b) Teaching:
- i) Actively engage with students; promote healthy learning.
  - ii) Utilize effective methodology to ensure student progress. Adhere to the basic syllabus developed for each class.
  - iii) Develop fresh, appropriate class content for classes and inspire students' continued learning and exploration.
  - iv) Maintain a safe and clean studio environment for students and peers. Obey all rules pertaining to machinery, kilns, chemicals, and cleanliness.
  - v) Demonstrate positive interpersonal relationships with students and students' parents.
- c) Professionalism:
- i) Exemplify organization's mission 'Creative learning experiences for everyone'. Contribute to the reputation and growth of AA.
  - ii) Engage with community, students, staff, peers, AIR, and board in a professional manner demonstrating positive interpersonal relationships.
  - iii) Be available to answer questions from the public, participate in community events and be open to collaborating with others as opportunities arise
  - iv) Demonstrate effective communication skills both orally and written. Ask for clarification when needed.
  - v) Be self-directed and able to work independently, be punctual, maintain good attendance, and be available for regular meetings.
  - vi) Accept and give feedback with a positive, respectful attitude.
  - vii) Demonstrate flexibility in duties and schedule as the program's needs change.
  - viii) Accept responsibility for assigned duties and complete time sheet every month. Overtime hours from one week can be applied to the following week's requirement

and should be discussed with the Executive Director to ensure that AIR personal time is protected.

ix) Practice safe work habits and maintain a clean workspace.

x) Adhere to all AA policies and procedures.

d) Service Hours

i) In exchange for the benefits provided by AA as listed in section A and addendum D, the AIR will work an average of 8.75 service hours per week (35 per month.) Duties will be assigned by the Executive Director and Studio Managers and may include but is not limited to the following:

(1) Teaching classes, creating and offering workshops, as well as assisting others in conducting workshops

(2) Studio and facility maintenance including cleaning, organizing and grounds work to maintain a safe and clean environment

(3) Representing Access Arts at in-house activities and community events and any other duty as assigned for the betterment of AA.

ii) Service hours are valued at an exchange rate of \$18 per hour. Please see Addendum D for exchange benefit equivalency details.

AIR hereby acknowledges receipt of an executed copy of this agreement:

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Artist in Residence's signature, date

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Signature of Access Art's Agent, date

## **Access Arts Artist in Residence Agreement**

### **Live-In**

This contract is made on \_\_\_\_\_, between Access Arts/School of Service (hereafter "AA") and Artist in Residence, \_\_\_\_\_ (hereafter "AIR").

This agreement is a \_\_\_\_\_ month contract beginning on \_\_\_\_\_.  
Extension of this agreement is possible.

#### **4) AA and AIR agree to the following:**

- a) AIR shall live on the premises, located at 1728 McAlester Street. This residence will be shared by AIR and up to 2 additional residents. AIR shall have his/her own private, locked bedroom and shared access to the kitchen, bathroom, and lounge area. All three residents also will share the semi-private back yard.
- b) AIR will be given codes to the studio keypads, allowing entrance at any time. AIR is responsible for locking the studio when leaving.
- c) AIR shall not disclose the codes to the keypads to any other person without consent of the Executive Director or Studio Manager.
- d) Studios shall not be used for living quarters or any purpose other than the making and/or displaying of artwork.
- e) AIR shall not conduct personal lessons or classes outside of Access Arts programs within Access Arts studios.
- f) No person(s) other than AIR shall make use of the property without AA's written permission.
- g) AIR has read and agrees to abide by the Access Arts Ceramic Studio Policy.
- h) AA does not provide insurance coverage for AIR's personal property.
- i) Either AA or AIR may terminate this agreement at any time thereof by giving the other party thirty (30) days written or verbal notice prior to the end date. All terms and provisions of this agreement shall remain in full force and effect until AIR has vacated the premises.

- j) Any notice which either party may or is required to give, may be given by mailing or hand-delivering written notice to the said party, or by contacting via email or telephone. Any notice directed to AA should be made to:

School of Service, Inc.  
Shawna Johnson, Executive Director  
1724 McAlester Street  
Columbia, MO 65201

Office phone: 573-875-0275  
Cell phone: 347-463-3411  
Email:  
[Shawna@SchoolofService.org](mailto:Shawna@SchoolofService.org)

#### **5) AA Expectations and Benefits:**

- a) AIR will have 24/7 access to communal and/or private studio to work on personal artwork.
- b) AIR is responsible for his/her own materials associated with the production of artwork.
- c) Materials used for projects for the direct benefit of Access Arts (such as making work that is then donated to Access Arts) will be included
- d) Private sales and participation in other arts outlets is allowed and encouraged by AA.
- e) AA will provide mentorship opportunities for the AIR using internal or external resources
- f) AIR will have the opportunity to participate in an annual sale and/or private or group show organized by AA.
- g) AIR will gain experience teaching a diverse, eager group of students.
- h) Wireless Internet connection is available in conference room and some studios (artists must provide their own computers/tablets, etc.).
- i) AIR will be required to fill out monthly timesheets, giving an accounting of hours and activities. For each month that 60 service hours are completed, AIR will receive a monetary stipend of \$200.
- j) Performance reviews of artistic growth, teaching and professionalism will be conducted with the Executive Director on a quarterly basis, or perhaps more frequently if needed. AIR will be subject to the progressive disciplinary process as outlined in AA policy and procedures. (See the employee/AIR handbook for further details.)
- k) See addendum A for benefits specific to Ceramics residents.

**6) AA expects the following of all AIR:**

a) Artistic Growth:

- i) Set S.M.A.R.T. personal artistic goals. (Specific, Measurable, Attainable, Realistic, Timely)
- ii) Show steady progress towards artistic goals. Communicate if/when those goals evolve.
- iii) Devote an appropriate amount of time to developing a body of work. The specific amount of time will be determined by the AIR and Executive Director during initial orientation and individual evaluations.
- iv) Engage with the creative community such as online, through exhibition, panel discussion, and local engagement.

b) Teaching:

- i) Actively engage with students, promote healthy learning.
- ii) Utilize effective methodology to ensure student progress. Adhere to the basic syllabus developed for each class.
- iii) Develop fresh, appropriate class content for classes and inspire students' continued learning and exploration.
- iv) Maintain a safe and clean studio environment for students and peers. Obey all rules pertaining to machinery, kilns, chemicals, and cleanliness.
- v) Demonstrate positive interpersonal relationships with students and students' parents.

c) Professionalism:

- i) Exemplify organization's mission 'Creative learning experiences for everyone'. Contribute to the reputation and growth of AA.
- ii) Engage with community, students, staff, peers, AIR, and board in a professional manner demonstrating positive interpersonal relationships.
- iii) Be available to answer questions from the public, participate in community events and be open to collaborating with others as opportunities arise
- iv) Demonstrate effective communication skills both orally and written. Ask for clarification when needed.

- v) Be self-directed and able to work independently, be punctual, maintain good attendance, and be available for regular meetings.
  - vi) Accept and give feedback with a positive, respectful attitude.
  - vii) Demonstrate flexibility in duties and schedule as the program's needs change.
  - viii) Accept responsibility for assigned duties and complete time sheet every month. Overtime hours from one week can be applied to the following week's requirement and should be discussed with the Executive Director to ensure that AIR personal time is protected.
  - ix) Practice safe work habits and maintain a clean workspace.
  - x) Adhere to all AA policies and procedures.
- d) Service Hours
- i) In exchange for the benefits provided by AA as listed in section A and addendum A, the AIR will work 10-15 service hours per week. Duties will be assigned by the Executive Director and Studio Manager and may include but is not limited to the following:
    - (1) Teaching classes, creating and offering workshops, as well as assisting others in conducting workshops
    - (2) Studio and facility maintenance including cleaning, organizing and grounds work to maintain a safe and clean environment
    - (3) Representing Access Arts at in-house activities and community events and any other duty as assigned for the betterment of AA.
  - ii) Service hours are valued at an exchange rate of \$18 per hour. Please see Addendum A for exchange benefit equivalency details.

AIR hereby acknowledges receipt of an executed copy of this agreement:

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Artist in Residence's signature, date

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Signature of Access Art's Agent, date