

Access Arts  
1724 McAlester St.  
Columbia, MO 65201  
(573) 875-0275

Work Study Scholarship  
Expectations & Agreement  
April 1, 2024

Work Studies agree to volunteer their time and energy in exchange for the awarded scholarship. Work Studies understand that they report to the Studio Manager (of their chosen location) and if they are found not abiding by the expectations listed below in this agreement will be charged for their class at the full student rate. Any conflicts or issues that may arise during the work studies 6-week tenure should be addressed with the Studio Manager as soon as possible.

**SCHOLARSHIPS:** Listed below are the two (2) types of scholarships issued by Access Arts. Applicants may select one (1) scholarship per 6-week session. Applicants may only work at one (1) studio location per 6-week session.

**FULL SCHOLARSHIP:** This Scholarship is awarded to the applicant, of Access Arts choosing, to cover the full price of one (1) 6-week class offered at the applicant's chosen studio location. Work Study applicants agree to work three (3) hours per week in exchange for the awarded scholarship. If selected, work studies are expected to coordinate with the Studio Manager at their selected studio to discuss scheduling and turn in a weekly timesheet listing tasks completed.

The List of Duties Include, but is not limited to:

- Reclaiming Clay (Pulling reclaim from bins onto plaster bats, flipping clay 24 hours later, running clay through the pugmill, filling plastic bags with 24 lbs. of Clay, Storing Reclaimed and Bagged Clay in the appropriate space)
- Opening and Closing the Studio during Open Studio Hours
- And any, or all, tasks deemed necessary by the studio manager from the Half Scholarship below.

**HALF SCHOLARSHIP:** This Scholarship is awarded to the applicant, of Access Arts choosing, to cover half the price of one (1) 6-week class offered at the applicant's chosen studio location. Work Study applicants agree to work one and a half (1.5) hours per week in exchange for the awarded scholarship. If selected, work studies are expected to coordinate with the Studio Manager at their selected studio to discuss scheduling and turn in a weekly timesheet listing tasks completed.

The List of Duties Include, but is not limited to:

- Sweeping and Mopping Floors (In work areas and bathroom)
- Vacuuming Gallery (Cottle Location)

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- Cleaning Bathrooms (Wiping Mirrors, Scrubbing Toilets, Cleaning sinks and other horizontal surfaces, restocking paper towels and toilet paper, cleaning floors)
- Taking out trash and replacing trash cans with appropriate trash bags.
- Wiping Down Horizontal Surfaces (Work Tables, Wedging Tables, Wheel Throwing Tables, Glaze Racks, Glaze Tables, etc.)
- Dusting & Disinfecting

**PHYSICAL CAPABILITIES:** Work Studies understand that they may have to lift and carry up to 50 lbs. and place the load onto a 40” high work surface. Work Studies understand that they may be walking and working on slick surfaces and agree to wear appropriate shoes to avoid trips and falls. Work Studies understand that though Access Arts attempts to provide a comfortable working environment, applicants could be working in 100°+ heat in the Summer and below 32° in the winter and exposed to atmospheric conditions. By agreeing to their award, applicants indicate that they understand and can fulfill their duties under the conditions listed above.

At the end of the applicant's 6-week session they will return any keys or codes given to them to access their selected studio location, log out of any wi-fi or email accounts they may have been given access to, and clean out their personal belongings from their selected studio. Any personal possessions or tools left by the work study will become the property of Access Arts and will be disposed of accordingly.

Applicants may reapply for the Work Study Scholarship position. However, Access Arts reserved the right to grant and refuse to award scholarships based on the need of the Studio Manager.

If you have any questions, please contact Access Arts at: [clay@schoolofservice.org](mailto:clay@schoolofservice.org). If you have any additional concerns, feel free to contact our office directly at (573) 875-0275.