



*Offering Community Studio  
Space to Local Artists*

# Washington Street Studios Membership Handbook

Roles and Responsibilities of Studio Members



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## Our Vision

Washington Street Studios will become a renowned venue for aspiring, emerging and established artists to share their creative energy and knowledge, and a focal point for community art activities.

## Our Mission

Washington Street Studios exists to provide artists with affordable, fully equipped studio space to share their creative energy and knowledge, and to provide gallery space to give artists the opportunity for broader public exposure of their work and to turn their passion into viable income.

## Our Goal

Our goal is to create a members-based art studio designed to provide an inspiring, educational and creative environment for dedicated artists to improve and share their skills, to establish a revenue stream for the artists and the studio, and to provide a venue for a thriving artist community.

## Our Values

At Washington Street Studios, we believe the sharing of creative energy and knowledge will improve the quality of our art and increase the appreciation of art within our community. We are striving to create an environment where the arts are shared and appreciated. We want to grow as a family of artists and contribute to our community.

## Our Studios

Washington Street Studios is a fully equipped community pottery studio located in the historic town of Bolivar, WV, within walking distance of scenic Harpers Ferry National Park at the confluence of the Shenandoah and Potomac Rivers. Members of the Studio have 24-hour access to all the facilities which include a hand-building studio complete with a Northstar Extuder and a full set of dies and a Shimpo slab roller, a throwing studio with four Shimpo VL Whisper wheels, and a surface decoration studio with studio glazes and a Laguna spray booth. Members enjoy access to electric and propane kilns, an outdoor work area for fair-weather potting including a treadle wheel and kick wheel, alternative kiln firings (raku, etc.), and access to a small experimental wood kiln. We provide all the best materials and equipment that constitute a professional-level ceramic art studio. Washington Street Studios is owned and operated by experienced potters and educators familiar with all aspects of the creation of ceramic art.



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## Our Galleries

The Front Porch Gallery operates as a cash and carry pottery shop. The gallery hosts both member work and guest artist work. Work in this gallery is primarily functional pottery along with other 2D and 3D art.

The Exhibition Gallery will host themed exhibitions for set durations, and may include both member work and guest artist work.

Both galleries will be open on Fridays 1-6, Saturdays 10-6, Sundays 1-5, and also by appointment.

Members can submit work for inclusion in the galleries with a 25% commission on sales.

Guest artists can submit work for inclusion in the galleries with a 40% commission on sales.

## Who We Are

Phil Berneburg, Dennis Stark and Gerri Berman joined together in 2017 to form Washington Street Studios, Inc.

Phil Berneburg is a studio art potter with over twenty years' experience, a geologist and ceramics engineer, and a professor of ceramics in the Masters program at Hood College (Frederick, Maryland). His main interests are in creating sculptural ceramics, both functional and nonfunctional, and in contributing to education in the ceramic arts teaching the technical background of ceramics and its importance and relationship to art pottery. His background has included just about every aspect of ceramic processing including raw materials handling, ceramic body preparation, shaping and forming techniques, firing procedures, equipment maintenance, and studio and laboratory design and safety. He operated Apron Full of Gold Pottery School in Winthrop, Maine from 1996 to 1999, was an instructor at Glen Echo Pottery (Glen Echo, MD) for 10 years, and an instructor at Bill van Gilder's Frederick Pottery School for two years. In 2004, he served as technical editor for Ceramics Monthly magazine. Currently, he teaches classes on hand building and wheel techniques, and workshops and intensive classes on technical aspects of ceramics such as clay properties, glaze chemistry, and kiln technology.

Dennis Stark is a studio potter with over five years' experience in clay. His introduction to clay was at Bill Van Gilder's Frederick Pottery School as a student of Phil Berneburg and continued as a student of Kirke Martin at the Frederick Pottery School and Frederick Clay Studio. He brings excitement and enthusiasm for the ceramic arts as well as over thirty years' experience in engineering and business management.

Gerri Berman is a studio potter with over three years' experience in clay. Her introduction to clay was at Bill Van Gilder's Frederick Pottery School as a student of Phil Berneburg and continued as a student of Kirke Martin at the Frederick Pottery School and Frederick Clay Studio. She brings excitement and enthusiasm for the ceramic arts as well as over thirty years' experience as a Certified Public Accountant to her position as CFO.



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## General Member Information

Washington Street Studios' concept of operations is that experienced artists will have access to a creative environment whenever the creative urge takes hold. To that end we have created a facility that is open to members 24 hours a day, seven days a week and 365 days a year. In order to provide a safe and secure workspace, we have 24-hour surveillance cameras installed that can be monitored remotely. We have installed an electronic keycard access system, and each member receives a keycard for their personal use.

For the safety and comfort of all members the following restrictions apply:

- Studio members must be 18 years or older
- No particular or minimum skill level is required for membership, but Potters MUST have taken at least one ceramics class, have working knowledge of the process, and be capable of working in an unsupervised manner.
- Children are to be accompanied by an adult and are permitted for visits only, not while members are working in the community studio
- Clay can be purchased from Washington street studios
- Outside clay and glazes are allowed, but must their use must first be approved by Phil
- Group orders from (Baltimore) Clay Works Supply will be made by Washington Street Studios; all materials must be paid for in full before the order is placed.
- No foreign objects are allowed to be fired in clay without Phil's permission
- No glazes, slips, tools or equipment of any kind should be removed from the studio
- Abandoned or unlabeled pieces will be discarded after one week
- When you are finished working in the studio for the day, all work and tools should be returned to your designated shelf/locker space

## Member Artist Code of Conduct

Member artists will be given 24/7 keycard access to the community studio space for \$150/mo. There is a three-month minimum with first and last month due at start of agreement. Each artist will have a designated shelf and a locker to store in-progress work and tools/materials. Overflow shelves will be provided on an as-available basis. The studio should be left cleaner than you found it.

The operation of the studio is based on respect, teamwork and a shared love of ceramics. We are pleased that you have joined our community; realize that in doing so, you are taking ownership in the comfortable atmosphere, cleanliness and overall functioning of the studio as a community resource.



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As a member artist, you are expected to:

- Treat the people, studio, and equipment with care, respect and kindness
- Help each other out and be courteous (please do not offer criticism unless it is asked for)
- Be considerate of others' work; do not touch, move or bump work that does not belong to you
- Use your own tools and do not use the tools located on the shelves around the studio if they are the personal property of others
- Pre-rinse all clay tools and equipment in large plastic bucket in left side of double sink before final cleaning to prevent clay from going down the drain and to help to conserve water
- After use, everything needs to be cleaned and returned to its correct place
- Clean as you go, always make sure your last wipe is with a clean damp sponge
- No "holding" of a pottery wheel while you work on something else
- If you are done in one area, do not move to another without cleaning up first
- Place purses/jackets on hooks, on your shelf or in your locker, not on counters or tables
- After you are done on the wheel, clean wheel, splash pan, table, wheel legs, chair, and water bucket. Turn off wheel when you are done with it. Place foot pedal on top of wheel, wipe down floor around your wheel.
- Rinse out any sponges you've used and put them away clean
- Recycle or dispose of scrap clay. Each artist is responsible for recycling or disposing of their own clay
- Turn off lights when leaving and make sure all doors are closed and locked.
- Notify Phil or Dennis promptly of any problems, breakage, or accidents.

Members may be held responsible for any damage to equipment or facilities.

## Storage

Please return your clay, tools and in-progress work to your shelf or locker. Work or clay not properly stored may be discarded. If you are running short on storage space, talk to Phil or Dennis to make other arrangements.

## Safe Practices

As we are a community studio, each member needs to act responsibly as we work with potentially hazardous materials. There are simple steps that can be taken to minimize the dangers inherent in a pottery studio; please make these precautions part of your daily routine.

### Clothing

- Wear appropriate clothing and footwear
- Clean your aprons and towels before the clay dries to avoid airborne silica dust



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#### Clean up

- Pre-rinse all clay tools and equipment in large plastic bucket in left side of double sink before final cleaning to prevent clay from going down the drain.
- Use wet sponges or cloths to wipe down surfaces; dry wiping can send particles airborne
- Use a wet mop or sponge to clean the floor in the studio areas; do not use a broom
- Clean your work area often and when you have finished working, to reduce the exposure to airborne dust

#### Work Habits -

Dust-making practices are not allowed in the studios

- Sanding and dry trimming should be done outside and away from others. Please wear a dust mask for your own safety
- Glaze mixing is limited to the glaze mixing room. You must wear a mask, and you must have management authorization

Report any accidents/broken items to Phil or Dennis as soon as possible

Clay is very drying to the skin - wash your hands and use moisturizer before you leave the studio

Any questions, concerns, ideas, clarifications, etc. should be taken directly to Phil, Dennis or emailed to [info@hfclay.com](mailto:info@hfclay.com).

### Community Workspace

The community workspace is a shared space. Please be a good community member and clean up as you go. Do not take up all the working space, and accommodate other artists as best you can while working.

### Equipment Use

Please treat community equipment with respect. If there is an issue with a piece of equipment please let Phil or Dennis know immediately.

Kilns are loaded and operated only by staff and pre-approved members.

### Glazing

We provide a selection of ^6 studio glazes available for members and non-members who purchase a glaze firing. All glazing should be performed in the surface decoration studio. Members are free to use all glazing tools including the spray booth. If you do not have experience with a spray booth and would like to use it, please contact Phil or Dennis for instruction.



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When using the studio glazes please adhere to these guidelines:

- Thoroughly stir all glazes; improperly mixed glazes result in altered glaze composition over time
- Do not cross-contaminate glazes; if a glaze is accidentally poured into another glaze, put a sign on the glaze in question and let Phil know
- When finished glazing, wipe down glaze work table and any excess glaze you've spilled
- Keep bottom ¼" of each piece glaze free, make sure to wipe any glaze off bottom with a clean sponge
- Improperly glazed pieces will not be fired
- Return the glaze buckets with labels clearly visible for the next person
- We use Advancer shelves in the electric kiln which are forgiving for glaze runs, however, you are responsible for kiln shelf damages caused by improper glazing. Kiln shelves cost \$200 ea.
- Setter plates (waster slabs, "cookies") should be made and used for questionable firings such as those with overlapping glazes, or with many small pieces (i.e. buttons, beads). Setter plates should be 1" wider than the widest point of your pieces; no part of your piece should extend past the edge of the setter. Use a setter when in doubt to be on the safe side.

### Firing Practices

The cost of bisque firing is included in the monthly membership.

Glaze firing (electric) will be priced by the half shelf, calculated by height in inches or by the full kiln load, as shown below:

Electric ^6	Members	Non-Members
Full Kiln	\$ 80.00	\$ 120.00
Half Shelf Height <=5"	\$ 10.00	\$ 15.00
Half Shelf Height 5"-9"	\$ 15.00	\$ 22.50
Half Shelf Height 9"-12"	\$ 20.00	\$ 30.00

Electric ^10	Members	Non-Members
Full Kiln	\$ 100.00	\$ 150.00
Half Shelf Height <=5"	\$ 12.50	\$ 18.75
Half Shelf Height 5"-9"	\$ 18.00	\$ 27.00
Half Shelf Height 9"-12"	\$ 25.00	\$ 37.50

We do not do single-firings; all work must be bisque fired first.

We will have a propane gas kiln, alternative firing kilns, and access to a small experimental wood kiln, use of which will be priced independently.



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## About Washington Street Studios

### Current Facilities

#### Wheel Room:

- Shimpo VL Whisper electric wheels
- Wedging table
- Storage shelves
- Clean-up sink

#### Handbuilding Area:

- Shimpo slab roller
- Northstar extruder
- Work table
- Storage shelves

#### Surface Decoration Studio:

- Laguna glaze spray booth
- Work table
- Cone 6 studio glazes
- Storage shelves
- Clean-up sink

#### Kiln Room:

- L&L EQ2327-3 production style cone 10 electric kiln with programmable controller
- Advancer kiln shelves
- Storage shelves

#### Glaze Materials Prep Room

- Work table
- Shelves
- Scales

#### Front Porch Gallery

- Gallery shelving and pedestals

#### Exhibition Gallery

- Formal gallery shelving and pedestals

#### Kitchenette

- Microwave oven



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- Single Cup Coffee Maker
- Refrigerator
- Small table with two chairs

Lounge/Work Room

- Table with four chairs

Ceramics Library Area

- Pottery books, magazines and videos
- Book share library

Reception/Meeting Room

Outdoor Work Area:

- Covered Pavilion
- Work tables
- Treadle wheel
- Kick wheel
- Olympic gas reduction kiln
- Large gas reduction kiln (Planned)
- Alternative firing kilns

On-Site Parking



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## Member Information Form

### **Washington Street Studios, Inc.**

1441 West Washington Street, Bolivar, WV 2542Name:

Date:

Home Address:

Home Phone:

Cell Phone:

Email Address:

Skills Related to Studio Operation:

Areas of Interest: