

CLASS POLICIES

BRAY COMMUNITY CERAMICS CLASS INFORMATION Welcome to the Bray! Below you will find important information about your upcoming class. If you have any questions, please call us at the Education Manager, Lindsey Carroll, at 406/443-3502 ext.11. Thank you for your support.

YEARLY CLASS SCHEDULE Adult classes are offered four times each year at the Archie Bray Foundation. Classes vary in price and length. A standard ten-week class is \$180. Special topic courses vary in length and tuition costs.

Classes typically offered are Beginning Ceramics (covering basic techniques on hand building and throwing on the potter's wheel), Intermediate Handbuilding, Intermediate Throwing, Advanced Ceramics and Special Topics.

CLASS TIME and STUDIO HOURS Standard classes meet once a week for three hours for the duration of the class session. Typically, class times are scheduled weeknights from 6:30–9:30 pm. Occasionally, classes are scheduled mornings and afternoons as well as on weekends. The studio is open 24 hours per day, seven days per week with the exception of special events that require the entire studio.

The Education Facility contains three studios, one small and two large. Enrolled students may use any of these studios when not in use by another class or the special events or workshops.

Please don't bring children to the studio. We offer children's classes for their enjoyment. Check our website for a schedule of upcoming children's classes, www.archiebray.org.

Dogs and cats are not allowed in any building on the Bray campus. Dogs are allowed on the grounds if on a leash.

Smoking is prohibited in any building on the Bray grounds. If you smoke outside, please throw your cigarette butts in the receptacle.

INSTRUCTORS, CLASS FOCUS Bray resident artists and the occasional guest artist teach the classes. The Beginner class will cover the basics of clay including handbuilding and throwing. The focus of the Intermediate and Advanced Ceramics classes build on skills learned in an introductory course such as Beginning Ceramics or First Time Potters. Special topics constantly change and reflect the expertise of our current resident artists and seek to address expressed interests of community students.

OTHER EXPENSES Your clay, tools and firing fees are not covered by the class tuition.

New students are given the opportunity to purchase the recommended clay and tools at time of registration to be ready for pick up at the first class. Beyond the first class, students are responsible for obtaining needed materials.

- Recommended starter clay, A-Clay (light) or Wally's (dark) \$11 per 25 lbs.
- Recommended Basic Potter's Toolkit is \$20.99, a great option for new students.
- Firing fees cover the cost of the glaze materials, bisque and glaze firings. The basic firing fee is \$20 per 12" x 24" kiln shelf. Each student may fire up to eight shelves per class. Firing of additional shelves is only by pre-arrangement with the instructor and will have an additional cost. A typical beginning student taking a ten-week class will fire (1) 12 x 24" kiln shelf worth of work or accrue \$20 in firing fees.

If you already have clay and tools, there is no need to purchase new materials. Bring what you have. For those bringing their own clay, keep in mind all standard classes glaze and fire to cone 6.

The Archie Bray Clay Business carries the recommended materials as well as a full line of clay, ceramic supplies, equipment, tools and books for beginners to experienced artists. The Clay Business is not open during evening classes. Normal business hours for the Clay Business are Monday–Friday 9 am–5 pm and Saturday 9 am–1 pm.

ITEMS BRING TO FIRST CLASS:

- Clay—if ordered at time of registration, this will be available for you at the first class.
- Tools—if ordered at time of registration, this will be available for you at the first class.
- Water Container—such as a large yogurt container or an ice cream bucket for throwing.
- Apron—neck to knee works well, or an old shirt to cover clothing.
- Old towels—for drying hands. For throwing, an old bath towel for across your lap in addition to the other towels is nice.
- Plastic for covering work—dry cleaner bags or trash bags work well.
- Wear old clothes and shoes that can get dirty.
- Notebook and pen

CANCELLATION POLICY If you are not able to attend the class, a refund, less an administrative fee of \$15, or a full credit in the form of a gift certificate is *only* available if requested no later than a week before your class begins. After which, we cannot issue a refund but will continue to offer a full credit in the form of a gift certificate if requested before the second class. Once the second class begins, we cannot offer a refund in any form.

VOLUNTEERING AT THE BRAY The Helena community provides significant funding and donates considerable volunteer time toward Bray operations. If you would like to become more involved in Bray activities, opportunities abound. Volunteer opportunities include watching the gallery, helping in the office, assisting with an exhibition, the permanent collection and the library. Stop by or call the Education Coordinator, Lindsey Carroll, if you would like to be a Bray volunteer: 406/443-3502 ext. 11.