

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 Coordinator, 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. Each 10-week class session costs \$160 for members and \$180 for non-members. By becoming a member you are a vital part of the Bray's continued support of the ceramic arts.

Classes offered are Beginning Ceramics (covering basic techniques on handbuilding and throwing on the potter's wheel), Intermediate Handbuilding, Intermediate-Advanced Ceramics and rotating Special Topics.

CLASS TIME and POTTERY STUDIO HOURS Classes take place either from 6:30–9:30 pm, Monday–Thursday night or on Tuesday morning from 10 am–1 pm. The Pottery Studio is open 24 hours per day, seven days per week. Students enrolled in a class may use the pottery any time another class is not in session. The Bray periodically hosts special events that might occur in the Pottery, causing it to be closed to students for short periods of time. It may also be closed in preparation for and during workshops. Only students enrolled in a class can use the Pottery Studio. 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 also not allowed in the Pottery classroom.

No smoking in any building on the Bray grounds. If you smoke outside, please throw your cigarette butts in the receptacle outside the south facing class door.

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-Advanced Ceramics classes may change each session but often includes advanced techniques for handbuilding and throwing depending on expressed needs of students and expertise of the artist teaching the class. Intermediate Handbuilding focuses on advanced techniques do not include potter's wheel.

OTHER EXPENSES Your clay, tools and firing fees are not covered by the class tuition. Each student will receive a locker space to store their tools and clay.

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 class glazes and routine glaze firings are cone 6.

New students are given the opportunity to purchase the recommended clay and tools at time of registration. For your convenience, these materials will then be available for you at the first class. For beginners, a full box (50 lbs.) of clay will last many class periods.

- Our recommended starter clay, A-Clay, is \$22.99 per 50 lbs. box. For other clays, price may vary.
- The 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 fills (1) shelf per 10-week class.

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 TO 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 unable to attend the class, a refund, less an administrative fee of \$15, or a full credit 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 ***if requested within the first week of classes***. To obtain a refund or a credit, call the Education Coordinator, Lindsey Carroll at 406/443-3205 x11. Our office manager will issue you a check and mail it. Clay and tools are not refundable.

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 and 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.