



### **Our time exchange mentors and volunteers:**

1. Will have excellent people skills as well as skills in making ceramics.
2. Will be reliable and have a willingness to follow the systems and health and safety policies of the studio.
3. Will be helpful in advising our paying members on basic techniques and on the systems and operations of the studio but will not be required to teach under this contract.
4. Will make our members feel welcome and be positive about what we are all trying to achieve together at the studio.
5. Will be prepared to carry out maintenance tasks to ensure a functional studio environment.
6. Will supervise cleaning duties in the studio for all of our members who will be under agreement to do so as responsible enablers of this community.
7. Will, whilst on duty, prioritise the needs of the studio operations over their own working practice
8. Can, during quiet periods, when other duties have been fulfilled, spend time on their own work during a shift.
9. Will receive induction training on the systems and processes of the studio as well as health and safety training from the studio prior to contract hours beginning.
10. Will, through this time exchange contract, in return for valuable time given, receive studio membership benefits.
11. Will need to provide evidence of adequate experience/training in creating ceramics, a CV and photos of their work in order to be recruited.
12. Will be expected to be on duty for at least as much time as they are using the studio for personal work.

### **Our time exchange technicians:**

1. Will have experience of loading and firing kilns, mixing glazes and general studio maintenance.
2. Will prepare and mix glazes and load, unload and set kiln firings but will not be required to teach under this contract.
3. Will be reliable and have a willingness to follow the systems and health and safety policies of the studio.
4. Will be prepared to carry out maintenance/tasks and cleaning duties in the studio just like all of our members will be under agreement to do as responsible enablers of this community.
5. Will, whilst on duty, prioritise the needs of the studio operations over their own working practice although time may be spent on their own work during a quiet time.
6. Will receive induction training on the systems and processes of the studio as well as health and safety training from the studio prior to contract hours beginning.
7. Will, through this time exchange contract, in return for valuable time given, receive studio membership benefits.
8. Will need to provide evidence of adequate experience in kiln firing and glaze mixing and preferably creating ceramics and a CV prior to recruitment.

***All staff (including volunteers and time exchange mentors) are entitled to enjoy one drink from the cafe free of charge per shift and receive 10% off cafe items at all times.***

