



## **The Pottery Workshop, Jingdezhen (PWS)**

### **Residential Program Introduction**

Please take some time to review the following guidelines carefully. We hope this information will clarify some common concerns for our resident artists. If you still have questions regarding your stay, please don't hesitate to ask.

#### **PWS House Rules**

- Safety first!!! Please be mindful of yourself and others around you.
- All resident artists are covered for accidental injury within The Pottery Workshop property.
- Residents have 24 hour access to the Residency Studio.
- Our business hours of operation are 9:00am to 12:00pm and 1:00pm to 5:00pm, Monday-Saturday.
- Lunch is served at noon and dinner is served at 6:00pm in the dining room every day except Sunday.
- Quiet time is from 9:00pm to 8:00am in resident housing.
- Our Cafe is open from 9am to 10pm every day.
- No smoking allowed on PWS property, unless designated.
- Please turn off all electric appliances (air conditioner, lights, etc.) when leaving your room/studio/kitchen, use water responsibly and all disposable items used on PWS property should be thrown in the trash bin, never in the toilet. Large and/or heavy items should be taken directly to the trash station.
- We have zero tolerance regarding illegal and/or irresponsible drug use.

#### **Arrival**

- Our staff will accompany you to our office where you will fill out some paperwork, submit a photo and register with local officials.
- Residents are asked to confirm Residency Program details and fees upon arrival. An invoice will reflect your initial deposit paid prior to your arrival and balance due.
- Our staff will take you on a tour of PWS before you begin working in the studio.

## Accommodation

- A safe in the office is available for important documents.
- Wireless internet connection is available throughout PWS property. Please ask our staff for the password.
- Bicycles may be available for use. Always lock the bike and ride safely.
- Please notify staff if you would like to rearrange the furniture in your room so we can help our floors from getting scratched.
- Our cleaning staff will clean your room and change your bedding once a week.
- Public spaces such as bathrooms, hallways, kitchens are maintained every day except Sunday.
- Please mark your food in the fridge with your name, room number and dates. Neglected items will be thrown away.

## Departure/Travel

- There are a few methods for shipping your work abroad. Our residents usually choose from the following services: carrying your work yourself, China Post/EMS, DHL, Sea Freight Agency and Internal Logistics. PWS staff will assist you in this process. It is required that residents notify our studio staff of their shipment method a minimum of **10 days before departure from PWS**. Shipment regulations change frequently. References for shipping are located in this binder.
- We are able to assist in making reservations for transportation and accommodations. Ctrip is a great website if you want to book your reservations yourself in China with a credit card. ([www.ctrip.com](http://www.ctrip.com)) **Please notify office staff 10 days before departure from PWS if you need assistance.**
- We are not responsible for any works, tools, or personal belongings left in the studio after your departure.
- On the day of your departure, residents have to return keys and pay any outstanding balances.
- Late check-out is available at no charge if there are no residents checking into your room.
- PWS accepts cash, bank wire transfer and credit cards for all PWS residency, material and kiln firing costs.

## Studio

- Our staff manages their work hours divided between helping residents, communicating with future residents and many other company responsibilities. We are able to find a personal assistant for you if you require assistance beyond what our Residency Program offers.
- We will have a mandatory meeting for all resident artists at the Cafe **every Monday** at 1:00pm to check in on studio life and upcoming events.
- Visitors to artist studios must be accompanied by our staff or a current resident. If you see any strangers in the studio, please ask them to go directly to the office.
- Visiting hours are from 9 am – 5 pm Monday to Saturday.
- All sanding, grinding and dusty processes must be completed in the ventilation booth in the kiln room. Particulate masks and eye protection available.
- All materials which emit fumes, odor and smell must be completed in the ventilated, separated studio space.
- Always close doors, windows, turn off wheels, lights, air-conditioners, heaters etc. when you leave the studio. Keep doors and windows closed when air conditioner is running.
- **Never leave your valuables in the studio.** You will be assigned one locker which is your room number in the studio to keep your belongings.
- Artists should clean their own working space and tidy everything up in studio regularly. A clean studio is a safe studio.
- Our cleaning staff cleans public spaces regularly.
- If you need any specific materials or tools from our workshop, please ask our staff. There are some communal tools, but the majority of tools are purchased (and taken home) by our residents.
- You are expected to use Sculpture Factory public kilns during your stay.
- The Pottery Workshop kilns can be used by Resident Artists. If resident artists need to rent our kilns out of necessity, the firing reservation should be booked in advance. Cost will be based on our prescribed rates and priority will go to the Design Studio.
- If you hire an assistant or artisan to work with you, please inform staff and fellow residents.
- Artists are responsible for their own personal assistants and craftsmen. A contract may be required. **You are held fully responsible for their health, behavior and activity while working on the PWS premises.**
- Please keep a safe working area for yourself and others.