



*Artascope Studios*

**MEMBERSHIP HANDBOOK**

## **You must carry your membership card to gain access to the studio.**

You will receive an email confirmation from JoinIt once you purchase a membership. Included in that email is a member card to be printed out and shown at the studio to confirm your membership status. You may also take a screen shot of the card to display on your phone.

### **MEDIA RELEASE**

Artascope may take photos or videos during classes, and definitely does so during events for use in publicity and promoting future events.

We will ask your permission if we identify you by name when we use these photos/videos.

If you do not wish to be photographed, please let the photographer know.

# ARTASCOPE MEMBERSHIP HANDBOOK

## WELCOME

Welcome to Artascope Studios! We are delighted that you have chosen to be an Artascope member. This handbook provides information on Artascope's resources, policies, and procedures. We hope that this handbook, together with our newsletter and online resources, will serve as a useful reference as you pursue artistic endeavors.

## ABOUT US

The Bickford Education Center (DBA Artascope) was formed to strengthen the fabric of the local community by offering opportunities for participation in the arts through peer-to-peer education. We accomplish this goal by nurturing community teachers and assisting them in providing high quality learning experiences to the public. We develop programming initiatives that attract people of all life stages and backgrounds, providing a unique opportunity to create interaction across populations.

We offer classes and events designed to help you unleash your imagination in a variety of fun and easy ways. You can learn in a relaxed, supportive environment with a choice of 6-week Artist Series and One-Day Workshops.

## STUDIO CONTACT INFORMATION

By Mail: 48 Railroad Square, Yarmouth, ME 04096

By Email: [registration@artascope.com](mailto:registration@artascope.com) (Best method of contact)

By Phone: (207) 847-4060

## STUDIO HOURS

Monday (10am-1pm)

Tuesday (10am-1pm)

Thursday (5pm-8pm)

Friday (10am-4pm)

Saturday (10am-1pm)

## **STAYING INFORMED**

The email newsletter is our primary way of keeping you informed about what's happening at Artascope. This newsletter, which we email every other month (unless specifically promoting a larger event, in which case you may receive multiple emails within a month), gives you the latest news on workshops, exhibits, volunteer opportunities, membership meetings, local art community events, and other information of interest to Artascope members. You can also find organizational information on our website at [artascope.org](https://artascope.org) or you can follow us on social media. We are on Facebook at <https://www.facebook.com/ArtascopeStudios> and on Instagram at <https://www.instagram.com/artascopestudios>.

## **MEMBERSHIP**

If you are 18 years or older and interested in the creative arts, you can join Artascope and become part of our creative family. We welcome people of all artistic ability levels regardless of race, color, national origin, sexual orientation, or religion. We have everything for soldering silver jewelry, painting, collage, stained glass, as well as kilns for fused glass, ceramics, Precious Metal Clay, and more. Members can attend any and all Open Studio Hours. Great for beginners or experienced artists. Guests must be 18 years or older as well. We offer 3-month or full year memberships.

## **BENEFITS OF MEMBERSHIP**

- 20% discount on classes
- Access to studio tools and equipment during Member Open Studio Hours
- Two guest passes per month to bring a friend
- Teaching Opportunities
- Access to a small, unsecured shelf space for temporary storing of your work in progress

**To become a member, sign up at:**

<https://artascope.org/studio-membership>

- Membership is open to individuals who agree to follow the studio's rules and regulations.

- Members and their guests (two guest visits per month allowed) must be 18 years of age or older.
- You will receive an email confirmation from JointIt once you purchase a membership. Included in that email is a member card to be printed out and shown at the studio to confirm your membership status. You may also take a screen shot of the card to display on your phone.
- Running a business which utilizes studio equipment and resources is not supported.
- While tools and equipment are available for use, materials/supplies are not sold by Artascope. Members can purchase supplies from recommended local and online sources.
- Member open studio hours are posted on our website and at the studio. Members may not use the studio outside of these posted hours.
- Some member resources require in-person sign-up, and are on a first-come, first-serve basis. For example, the wheels in the ceramic room may only be used for 1.5 hours if other members are waiting.
- Members agree to a brief orientation of the studio facilities and equipment.
- Equipment in pottery and metals studios is available to members only after attending a class in that medium, or by demonstrating proficiency to an Artascope representative.
- Members must comply with all health and safety regulations, including but not limited to proper handling and storage of materials, use of protective gear, and adherence to safety protocols as per signage in each studio space.
- Cleaning protocols for each medium are posted in their respective studio spaces.
- Members are responsible for cleaning up after themselves and leaving the Studio in a tidy and organized condition after use. This includes returning all equipment to its proper place in a clean and orderly condition.

- Members should respect other individuals using the Studio and maintain a peaceful and inclusive environment. If you want to listen to music, please check first with others using the space, or use noise-canceling headphones/earbuds.
- Studio Monitors will be responsible for explaining or enforcing rules when necessary. Studio rules will be posted on-site at Artascope, on our website, and provided to every monitor.
- Membership fees are subject to change, but Artascope will provide reasonable notice to its members.
- Artascope reserves the right to refuse or terminate membership at its discretion.

## **MEMBER STORAGE CUBICLES**

- Artascope is not responsible for any loss, breakage, damage, or theft of personal belongings while on the premises. This includes items left in all areas of the building, including the non-secured cubby provided for active members to store their items/projects.
- Members will maintain their cubby (no items with strong odors should be stored) and will leave the cubby clean for the next user should they decide not to renew.
- Members acknowledge and assume all risks associated with using Artascope facilities and participating in activities, and Artascope shall not be held liable for any injuries, accidents, or damages incurred.

## **SNACK AREA**

- The member cubby room has a small refrigerator where you can store your lunch for the day. Please do not leave items in there longer than 24 hours.
- The kitchen has a microwave and a place to wash up. Please wash and put away mugs/dishes you use while at the studio.
- Members are responsible for cleaning up after themselves and leaving the Studio in a tidy and organized condition after

use. This includes returning all equipment to its proper place in a clean and orderly condition.

- We appreciate donations of paper towels, toilet paper, and cleaning supplies for the studio.

## **ANNUAL MEMBERSHIP MEETING**

We will hold an annual meeting yearly in June. Members are invited to attend to express concerns, share likes and dislikes, feedback about the studio and event programming, ideas for future events, success stories, opportunities outside the studio, etc. You are welcome to bring snacks to share.

## **OPPORTUNITIES FOR ART EDUCATION**

We provide educational opportunities for students of all artistic ability levels. Watch for announcements about educational events in our email newsletter. If you are not already on the mailing list, you can sign up at <https://artascope.org>.

## **CLASSES AND WORKSHOPS**

We offer several different types of educational opportunities. Workshop and class announcements are posted at our website and our social media pages.

- Six-week series: Artist Series are the perfect combination of inspiration and technique. These in-depth classes welcome absolute beginners, intermediate students, and those looking to jump back into making art while in a supportive, community environment.
- One-Day Workshops: Our One-Day Workshops are great for spending creative time with friends or family. These 6-hour workshops are an ideal way to embrace your artsy side.
- Other: Are you interested in learning more about a certain technique or skill? Private lessons allow for flexibility in time and focused attention from our knowledgeable and friendly artist instructors. More detail on private lessons can be found on our website at <https://artascope.org/private-lessons>.

## REGISTRATION AND CANCELLATION POLICY

If you want to attend Artascope workshops or 6-week series, you need to register in advance. Most classes have a limited number of spaces available. Here is how to secure your space and what happens if you change your mind.

- To register for a series or workshop, visit our events calendar at <https://artascope.org/events> to view our upcoming classes. Current members can get 20% off all classes by applying the email address associated with their JointIt account (which was activated when they purchased their membership) in the promo code field during checkout at the event page.
- If the workshop or series is full when you try to register, you can add yourself to the waitlist at the Eventbrite listing that is linked from the website event. *If you encounter any issues, please email us at [registration@artascope.com](mailto:registration@artascope.com).*
- NOTE: If you want to apply a gift certificate toward a class, please contact us at [registration@artascope.com](mailto:registration@artascope.com) with your GC# and value.
- Full payment for the workshop or series must be made at least three days prior to the start date. Most classes and workshops fill up quickly, so we recommend that you register early whenever possible.
- Payment must be made in accordance with Artascope's specified payment methods.
- Materials/Supplies are not sold by Artascope. Occasionally teachers provide kits that students can purchase directly from them, or a supply list might be provided with recommendations of local or online businesses where students can purchase supplies.
- If you decide to cancel your registration up to a week before a class starts, refunds are available (less a \$25 processing fee).
- If canceling within a week before class starts, refunds are 25% of purchase price.



- If canceling within 48 hours of a class start, you will not receive a refund. We will do our best to find you a comparable class at our discretion.
- If the instructor or Artascope cancels the class, we will provide a full refund.

## **COURSE FEEDBACK**

We value your input on our workshops and classes. You are welcome to send feedback to [registration@artascope.com](mailto:registration@artascope.com) or wait for the class survey to be emailed.

## **WANT TO TEACH FOR US?**

Interested in becoming a part of the Artascope team? Our teachers are fun and welcoming, and believe in the importance of integrating creativity into our everyday lives. Artascope welcomes proposals from members who want to teach their own art class at Artascope. This is a great opportunity for you to showcase your talent and perhaps earn some income.

### **Submit your class proposals at:**

<https://artascope.org/teaching-opportunities>

## **OPPORTUNITIES TO DISPLAY AND SELL ARTWORK**

- Yarmouth Farmers Market (YFM). Artascope rents a table/booth, which is manned by various studio members throughout the May to October season. The YFM takes place on Thursday afternoons from 3PM-6PM.
- Plein Air Art Festival. Artascope hosts this festival and fundraiser over two weeks in August, which includes various events, plus a one-day Fine Arts & Craft Show. This event is open to both member and non-member participants.
- December Holiday Artisan Show. This show normally is held during the Yarmouth Hometown Holidays the first weekend in December. It is open to members only and offers both a Friends & Family Preview on Friday evening and a Saturday event open to the public.

## **STANDARDS FOR ARTWORK AT OUR EVENTS**

- Artwork must be original. Copies of other artist's work or published material are not acceptable.
- Artwork that you completed in a class is acceptable as long as you completed all the artwork yourself. Artascope is not responsible for any legal action against a member for copyright violations.
- Artwork must be suitable for display. No artwork that is deemed inappropriate, sexually provocative, graphically violent, or politically divisive will be allowed.

## **OPPORTUNITIES TO VOLUNTEER**

Volunteering is a great way to learn more about Artascope and you do not need any prior experience. We also have a large number of studio monitors who receive their membership in exchange for member hours at the studio. E-mail us at [registration@artascope.com](mailto:registration@artascope.com) with the word VOLUNTEER in the subject line, and specify which areas you are able to help.

## **STUDIO MONITOR**

- A monitor's physical duties include opening and closing up the studio, some cleaning duties, answering the phone, answering questions from potential students and/or members, and assuring that all is running smoothly and the studio looks the same at the end of the day as it did at the beginning.
- The "real" job of the monitor is to help create and maintain a sense of community among the members and support communication and peer learning.
- We try to have 2 monitors at each session.
- Monitors commit to being there on their assigned day every week, though we all take vacations from time to time. There is potential in the near future that monitors will also be asked to work one to two Saturdays every 3 months (1-4PM). The studio coordinator will create that schedule every 3 months, based on monitors' schedule requests.

- Monitors bring their own projects to work on and are pretty much free to get as much “creative time” as any of the other members.
- In return for your commitment to be a monitor, you will be given a free membership to Artascope Studios, which entitles you to attend any of the other open studio times all week, and 20% off of all classes offered.
- Studio Monitors will be responsible for explaining or enforcing rules when necessary. Studio rules will be posted on-site at Artascope, on our website, and provided to every monitor.

## **BOARD OF DIRECTORS**

You are invited to consider participation in Artascope governance by standing for nomination as a board member. Contact Catherine Bickford at [director@artascope.com](mailto:director@artascope.com) to express your interest in joining the board.

## **COMMITTEES**

Volunteers to chair or serve on a committee are always needed, especially the following committees:

- Festival Committee
- Social Committee
- Marketing Committee
- Studio Operations
- Long-Term Planning

## **FINANCIALLY SUPPORTING ARTASCOPE**

As a nonprofit organization, Artascope relies on the generosity of donors to help fund our activities and initiatives.

### **Monetary donations may be made:**

- By visiting in person and donating with cash or check.
- By mailing a check (made out to Artascope) to:  
48 Railroad Square, Yarmouth, ME 04096
- Online at <https://artascope.org>

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registration@artascope.com  
*(Best method of contact)*

### **By Phone:**

(207) 847-4060

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