



Artists-in-Residence Program Handbook

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THE PURPOSE OF THE ANDERSON RANCH ARTISTS-IN-RESIDENCE PROGRAM

The Anderson Ranch Artist-in-Residence Program is designed to encourage the creative, intellectual and personal growth of emerging and established visual artists. It is a program of individual pursuit among a community of artistic peers. It is expected that artists will have the sufficient skills and experience to work independently in their studio area. The residency is designed to allow artists to take risks and pursue new projects and ideas, free from everyday pressures.

It is expected that each resident at Anderson Ranch use this gift of time and space to actively pursue artistic research through a rigorous studio practice.

WHAT TO EXPECT

Housing: Residents will be staying in the Wyly dorm and are provided with linens, a blanket and comforter, towels including a bath towel, hand towel and washcloth. Residents will have a private room but will probably be sharing a bathroom with one other person. There is a coin-op washer and dryer and a lounge area with WiFi and an Ethernet hub. This housing will be available **only** during the dates of the residency. Early arrivals and late departures are not permitted.

Residents are responsible for dorm up-keep and removal of trash. Cleaning supplies are provided, and the residents are required to leave the accommodations in the same condition as when they arrived. Residents may use our cleaning service at anytime at an additional cost. Residents should contact the cleaning service directly, Elite Building Care at 970-925-2298.

There will be a mandatory mid term housing walk through and a final room inspection by the Operations and Facilities Managers.

There is **No** smoking of any kind anywhere on the Anderson Ranch Arts Center campus or in any of the buildings. No food or studio art making is allowed in any dorm rooms.

Meals: The café is open and available for use to all residents 24 hours a day, 7 days a week. Continental breakfast foods are available for residents' preparation Sunday through Saturday, and lunch foods (such as deli meats and breads) will be available for residents' preparation Sunday through Friday. Dinner is served Monday through Friday. **All other meals are the responsibility of the resident. There is no dinner service on Saturday and Sunday evenings.** Residents will need to supplement weekend food products from the grocery store. On occasion there may be leftovers however residents should not count on this every day.

A coffee maker, hot plates, microwave and toaster oven in the café area are available to prepare meals. The kitchen area is available for use by residents as is the dishwashing area. Use of the professional cooking facilities (grill, oven and stove) is prohibited. The refrigerator space under the buffet island is available to residents to store perishables. The clean-up and up-keep of the space is the responsibility of all residents.

NO dishes, cups or utensils leave the café.

Studio Space: Within the facility of each department, residents share an open studio space. Upon arrival, residents will be assigned a studio space. ONLY assigned studios are open 24 hours a day, 7 days a week for residents' use. Machinery, printing presses, digital equipment and power tools can be operated between the hours of 7am – 10pm and **only** with another person present.

The use of headphones is required while listening to music in the studio spaces. There is no headphone use allowed when around or using machines. Residents are responsible for their own studio up-keep and general department housekeeping, including individual trash disposal. Studio spaces are assigned based on resident artist proposals, applications and studio availability.

Assigned studio spaces cannot be switched or exchanged. Please be sure to contact your studio coordinator for more detailed studio information.

Residents are required to return studio spaces, tools and all checked out equipment to their original condition at the close of the residency. Residents will be charged for damage to tools or equipment.

Staff Support: Each discipline has an Artistic Director and a Studio Coordinator, all of whom are practicing artists who will be working on their own projects alongside residents. They are available to consult with residents regarding work throughout the residency. Residents are expected to have the skills necessary to work independently when using the equipment in their respective departments. Studio coordinators have scheduled hours Monday through Thursday from 1 – 4:30pm, to offer assistance in the use of equipment and consult with residents on their work. We highly encourage residents to have an indepth conversation with their studio coordinator before their arrival about the scope and size of their project.

Studio Coordinators will train and orient residents to Anderson Ranch shop protocol and equipment use.

Residents are allowed to use a studio, tool or piece of equipment that is not in their assigned department to further an art making project; however, they must follow each department's specific guidelines and attend the scheduled studio orientation during the first week of the residency. Residents may only utilize another department's equipment during the scheduled studio coordinator's hours of Monday – Thursday, 1 – 4:30pm.

All residents must be checked out for profeciency on all equipment they intend to use. Please see the guidelines below for a more detailed description of each specific studio department.

Supplies: Each resident is responsible for **ALL** of their own supplies such as paint, ink, canvas, wood, clay, glaze, metal, glue, screws, nails, hardware, paper, kiln firings, CD's, DVD's, etc.. Many of these supplies are available through the Ranch's Art Works store. (see "Art Supplies and Resources")

Each studio resident will have a \$60 department fee to cover general shop use in their accepted discipline. Individual project fees outside their department will be determined and monitored by Studio Coordinators. This fee will be included in the final billing invoice.

Correct, accurate and current credit card information is required before any departmental charges can be made. **No** exceptions.

STUDIO GUIDELINES AND EQUIPMENT

Ceramics Studio: The ceramic studio is equipped with the following items:

- 6 – 1027 Skutt electric computer kilns, 24"x22" dia.
- 1 – KS818 Skutt electric computer kiln, 22"x16" dia.
- 2 – 1227 Skutt electric computer kiln, 24"x28" dia.
- 2 – Small electric test kilns, 10"x10"x8"
- 1 – Small Skutt electric test kiln, 14"x14"x9"
- Large cross draft soda kiln, 3'x3.5'x4' = 42 cu.ft.
- 3 chamber Noborigama wood kiln, 20' long by 4.5' wide by 4' high
- 8' long Anagama kiln
- Trane style reduction wood kiln, 2.5'x4'x6' = 39 cu.ft.
- Large down draft reduction kiln, 3.5'x4'x5' = 70 cu.ft.
- Small Alpine updraft kiln, 20"x20"x24" = 13 cu.ft.
- Updraft reduction kiln, 2.5'x2.5'x4.5' = 28 cu.ft.
- V6-Small cross draft gas, wood, and oil soda kiln, 2.5'x3.5'x2.5' = 22 cu.ft.
- 20 – Canvas covered worktables

25 – Soldner electric wheels
1 – Treadle kick wheel
1 – Lockerbie electric/kick wheel
1 – Pneumatic extruder
3 – Randall electric/kick wheels
2 – Brent extruders, 4" round
3 – Northstar extruders, 3.5"x3.5"
1 – Soldner clay mixer,
2 – Large triple beam scales
3 – Small triple beam scales
12 – Rolling pins
30 – Shimpo Banding wheels
1 – Large spray booth and spray guns
1 – Bailey de-airing pug mill & mixer
2 – Northstar slab roller 24'x30'

- All kiln use must be reviewed in advance with the Studio Coordinator.
- All residents must work with the Studio Coordinator in ceramics to schedule firings and equipment use.
- Kilns, torches, burners, and combustion processes may only be used in designated areas. They present an extreme fire hazard in the Ranch's old wooden structures.
- **No** hot wax, paraffin or encaustic materials may be used in the studios without the prior approval of the Artistic Director.
- Each ceramic resident will have approximately 400 square feet of open studio space.

If you have questions or need more specific information about the facilities or materials, please contact the Ceramics Studio Coordinator, Ralph Scala at rscala@andersonranch.org.

Digital Fabrication Lab: The Fab Lab studio is equipped with the following items:

1-Vinyl cutter, Roland Camm-1 Pro-48"
4 – Maker Bot Replicator 3d printers
1 – Epilog Laser printer/cutter 24"x12"
1 – Desktop 3D Scanner
1 - CNC Techno Router Series 4848
1-Epson Printer/Scanner
7-Computers with Rhino programs

- This lab is monitored by all Studio Coordinators. Use of this equipment must be reviewed and approved by Studio Coordinators before project can begin.
- Ranch staff is not responsible for tutoring on equipment or producing resident projects.
- Residents must have basic software knowledge to use equipment.
- Fab Lab is open M-Ths 1:00-4:30pm.
- No Food or Beverages in the lab

Sculpture Studio: The sculpture studio's inventory includes metal working and welding tools, wood working power tools and hand tools. Sculpture residents are encouraged to bring favorite tools they frequently use in their home studios, the ranch has most everything they would need. Bronze and aluminum casting is a seasonal activity which is only available during the summer workshop program.

- **No** hot wax, paraffin or encaustic materials may be used in the studios without the approval of the Artistic Director and Studio Coordinator.
- Sculpture space and sculpture tool use must be approved in advance.
- Anyone using power tools, equipment, or appliances must be checked-out first before using.
- **No** toxic resins and/or fiberglass use is permitted.
- Residents in the sculpture department must first go through an equipment orientation and checked out on all tools. Power tools can only be used between the hours of 7am to 10pm.

- TIG, MIG and stick/arc welders
- Plasma cutter
- 90amp stationary spot welder
- Compressed air system
- Gas forge
- Oxygen/acetylene torches
- Sandblasting cabinet
- Pneumatic die grinders
- Electric angle grinders, sanders and jigsaws
- Cordless drills
- Table saw, "SawStop" model
- Chop saws for steel & wood
- 48" 16g slip rolls
- 6"x6" corner notcher
- 4' by 20 gauge jump shear
- 48" 16g box & pan brake
- 24" English wheel
- Bandsaws for metal and wood
- 2 drill presses
- Bench grinders
- Bench sanders for wood and metal
- Hand tools: wrenches, saws, pliers, chisels, snips, clamps and more
- 25 Ton Electric/Hydraulic H-Frame Press
- 4'x4'CNC plasma cutter
- Large ring roller

If you have questions or need more specific information about the facilities or materials, please contact the Sculpture Studio Coordinator, John Lloyd at jlloyd@andersonranch.org

Painting Studio: Residents are provided with spacious open studios. Each space is roughly 300 square feet with three 8' x 16' walls and one open side.

The following equipment is available: work tables, easels, glass-topped palette carts on wheels and stools. In order to provide a low-odor environment in the studio, painting residents are limited to using linseed oil as a medium and odorless mineral spirits (gamsol) as a solvent (provided by studio).

Painting residents are prohibited from using high fume mediums including but not limited to the following: synthetic resin, tolluline, aerosol paints and fixatives, and turpentine.

- **No** adhesives, epoxies, rubber cement, spray paints, plaster, or glues are permitted on the walls.
- **No** hot wax, paraffin or encaustic materials may be used in the studios without the prior approval of the Studio Coordinator.

If you have questions or need more specific information about the facilities or materials, please contact the Painting and Printmaking Studio Coordinator, Josh Meier at jmeier@andersonranch.org.

Photography & New Media Studios: Each Photography and New Media Resident work station is equipped with Retina Display monitors and an Epson 3880 printer (prints up to 17" wide). The Adobe Creative Cloud: Apple Final Cut Pro X is installed on the computers. Residents are responsible for purchasing software licenses for any other software they would like to install and use on the Anderson Ranch Computer, including Microsoft Office.

Photo Residents also have access to the following equipment: Epson Perfection 4490 Photo flat bed scanner; Epson Perfection V750 Photo flat bed scanner (For Medium and Large format

transparency); Imacon FlexTight Scanner; an Epson 9900 for photo papers (up to 44" wide); an Epson 9800 for matte papers (up to 44" wide); digital and slide projectors; and the black and white wet darkroom with Saunder's enlargers and UV exposure units.

Papers can be purchased from the Photography Department, Artworks Store or from the supplier of the resident's choice. Ink is purchased from the Photography and New Media Department. Printing on alternative materials such as metal, plastic, and fabric can be done only with the assistance of the Studio Coordinator.

Large format printers are operated **only** by the Studio Coordinator during studio hours, Monday through Thursday, 1:00 to 4:00pm. Ink is sold by the milliliter; roll papers by the linear inch; and sheet papers by the sheet. Residents who wish to supply their own paper will only be charged for the ink. Ink and paper prices are posted in the printing lab. Only inkjet paper can be used in the large format printers.

Residents have access to B&W darkroom and will be charged for chemical disposal costs.

The community new media lab is available 24 hours a day for resident use. The digital lab has 10 Apple computers with Adobe Creative Cloud and Final Cut ProX, Epson 3880 printers, scanners and a laser printer. It is a public, shared studio space. The use of head phones is required for ALL audio playback. This studio is not for social gatherings. The digital projectors may only be used with permission for the Studio Coordinator. Residents will work with the Studio Coordinator to make prints.

There is absolutely **no** food or beverages permitted in the digital studio.

If you have questions or need more specific information about the facilities or materials, please contact the Photography and New Media Studio Coordinator, Rick Dailey rdailey@andersonranch.org.

Printmaking Studio: Printmaking residents are provided with a fully equipped print studio environment. This includes three intaglio and two lithographic presses (five total), relief and screen printing capabilities, a vacuum frame and exposure unit, a dedicated acid area and all related printmaking tools such as inking rollers, brayers, squeegees, etc. Printmaking residents will **share** both the Sistie Fischer studio and the Patton Print Shop. However, the Patton Print Shop is a professional publishing studio and publishing activities will have press and equipment priorities in this studio. Use of the Patton Print Shop is only allowed under the supervision of the Studio Coordinator. Shop fees for consumables such as ink, solvents, newsprint, etc. will be charged according to individual usage. Though the printmaking studios are well equipped, residents are encouraged to bring or ship personal tools such as brushes, blades, printmaking tools and any other tool they feel is key to the success of their residency. Residents are encouraged to order paper, plates, inks, wood and all other printing matrices that they might need for their projects.

If you have questions or need more specific information about the facilities or materials, please contact the Painting and Printmaking Studio Coordinator, Josh Meier at jmeier@andersonranch.org.

Wood Studio: Residents in the Wood Studio are provided with bench space in an open, shared studio. The shop is equipped with three 10" "Saw Stop" table saws, 12" and 8" jointers, 18" and 14" planers, Griggio mortiser, Multi-router, radial arm saw, chopsaw, 2 drill presses, a spindle sander, pneumatic sleeve sander, 24" drum sander, 14", 18" band saws (2), 20" disc sander, 36" edge sander, scroll saw, 10 lathes, a vacuum press system, a 4x4 Techno CNC router (with Amsterdam & Rhino software).

There is **no** spray booth on the premises and **no** spraying is allowed. Finishing and sanding must take place in designated areas. No Hot wax, paraffin, encaustic materials, toxic resins or fiberglass used without the prior approval of the Artistic Director and Studio Coordinator.

Residents are encouraged to bring materials and personal hand and power tools such as lumber, glue, finishing supplies, paintbrushes, drill bits, router bits, carving burrs, grinding pads, sandpaper, hardware and other expendables that are **not** provided. Lumber can be purchased at the Ranch: We stock a selection of domestic hardwoods (cherry, maple, walnut, mahogany, poplar, white oak and more in dimensions ranging from 5/4-16/ 4, depending on species and availability), and a range of sheet goods. You may prefer to bring your own wood; however, wood storage is limited.

Everyone must go through a safety orientation before using power tools and equipment in the wood studios. Machinery and power tools can only be used when there is another person in the shop and during the hours of 7am – 10pm.

The shop will be open for use by non-wood residents Monday – Thursday from 1 – 4:30pm. Machinery and equipment available for use at that time will be determined on a case-by-case basis, depending on individual projects and experience.

If you have questions or need more specific information about the facilities or materials, please contact the Wood Studio Coordinator, Fabiano Sarra at fsarra@andersonranch.org.

Additional Installation Spaces: Depending on space demands, the Ranch may be able to accommodate residents wishing to use additional space for installation projects. Space will be allocated on a case-by-case basis. The project space is a shared space, that is available for one week at a time. The installation space is not intended to be a second studio space, but rather a clean space to review or document art work. These spaces are **not** available the last 3 days of the residency.

All outdoor installation work on the Ranch and/or in the local environment will require the proper authorization and property owner approvals. The Ranch does **not** permit any permanent indoor or outdoor installations.

General Studio Guidelines: The Anderson Ranch Arts Center is open to the public from 9:00am-5:00pm Monday-Friday. From time to time there will be public tours of our facilities. The Ranch has an open studio policy. If there are organized events, residents will be notified well in advance and have the option of declining participation.

Residents are responsible for their own studio up-keep and general department housekeeping including individual trash disposal.

Please make a note of all furnishings, etc. in your studio as you arrive to be sure, upon your departure, your studio is left as you found it. You will be responsible for repairing walls, floors, ceilings and any damaged equipment prior to the end of your residency, including painting walls and floors if necessary. Any modification of your studio space is subject to the Artistic Director and Studio Coordinator's approval.

Please **DO NOT** touch the thermostats. The Ranch has radiant heat which takes hours to change. If you have an issue with the temperature of your studio please talk to your Studio Coordinator or Facilities Manager. The last person out of a studio/building in the evening needs to turn off the lights and close all doors and windows.

Alcohol and smoking of any kind are not permitted in any studio at any time. Do **not** operate any power tools or sharp objects under the influence of alcohol, etc. Studio Coordinators reserve the right to refuse equipment and studio use if residents are in violation of department procedures and present safety issues for themselves or others around them. **Violation will result in residency termination.**

Fire Regulations: The Wildcat Fire Marshall (Town of Snowmass Village) may visit your studio randomly to conduct fire safety inspections. Keep trash picked up and your area fire extinguisher off the floor and on its designated hook. **No** sleeping in any studio.

ART SUPPLIES AND RESOURCES

Artworks Art Store at Anderson Ranch: Residents may submit artwork to the Ranch store for sale. Work can be submitted to the front office and is subject to approval. You will receive a 60% commission on any work sold in the store or gallery. Any unsold items in the store will be returned to the artist at the end of residency term.

This is a very general overview of supplies available in our store at the Ranch:

Pottery Tools and Kits

Brushes: Bamboo, mop, synthetic, bristle

Palette knives

Paper: Arches, Fabriano, BFK, hot/cold press, Mylar, newsprint, watercolor, glassine, acetate, Strathmore drawing pads and sketch books in various sizes

Digital fine art papers

Paint: Holbein gouache, oil and watercolor, Golden acrylic paint and mediums, gesso

Chamois cloths

Canvas: boards, prestretched/primed, raw, stretcher bars, roll canvas gesso/raw

Drawing: vine/compressed charcoal, graphite/color/charcoal pencils

India ink, walnut ink

Push-pins, scissors, rulers, sharpeners, erasers

Oil pastels, Conte crayons

Various tapes, adhesives, fixative

Paper palettes, plastic palettes

Encaustic supplies

There are no discounts for residents on supplies in the Ranch store.

Other resources: Some studios have expendables on hand that you can purchase (clay in ceramics, paper in photo, wood in wood, steel in sculpture, etc.) these materials will be added to your bill. Studio Coordinators can offer assistance in finding or sourcing materials.

Although it may be easier to purchase materials online, there are some good local resources. Prices tend to get cheaper as you move farther "down valley" (Glenwood Springs is 50 minutes away on Hwy 82.).

Lumber/Hardware:

Pro-Build Lumber Yard, Airport Business Center, 970-925-4262

Valley Lumber Yard, Basalt Business Center, 970-927-3146 (25 minutes)

Lowes, Glenwood Springs, 970-384-3940 (50 minutes) free delivery

Ace Hardware, 300 Puppy Smith St, Aspen, 970-925-3031

Miner's Building, 19 E Main St, Aspen, 970-925-5550 (15 minutes)

Art/Office Supplies/Copiers:

Carl's Pharmacy, 306 E. Main St, Aspen, 970-925-3273

Sandy's Office Supply, 630 East Hyman Ave, Aspen, 970-925-1620

Basalt Art & Office, 23252 Two Rivers Rd, Basalt, 970-927-4705

Office Depot, 3216 S. Glen Ave., Glenwood Springs, 970-947-4014

Continental Clay, Denver, CO

Electronics:

Radio Shack, Miner's Building, 19 E Main St, Aspen, 970-925-5550

(Ipro Center, Apple Authorized Dealer)

Shipping & Supplies:

FEDEX, Airport Business Center, Aspen, 970-544-5050

Millennium Pack & Ship, Aspen, 970-920-2204

Groceries:

Clarks Market, Snowmass Village Center
City Market, Aspen, 970-925-2590 (15 minutes)
City Market, El Jebel, 970-963-3360 (20 minutes)
Whole Foods, El Jebel, (20 minutes)

Emergency/Medical:

Aspen Valley Hospital (970) 925-1220; 0401 Castle Creek Rd Aspen CO 81611
Aspen Hope Center 24 hour confidential hotline (970) 925-5858
Dr. Mike Check (970) 922-0784 Snowmass Village Mall Suite 23 Snowmass Village, CO 81615
After Hours Urgent Care Clinic (970)544-1250; 234 E. Cody Ln Basalt, CO 81621
Aspen Medical Care (970)920-0104; 101 Founders Place Suite 109 Aspen, CO 81611

Pharmacy:

City Market, Aspen, 970-925-2590 (15 minutes)
Basalt Clinic Pharmacy, Basalt, 970-927-3833 (15 minutes)
City Market, El Jebel, 970-963-3360 (20 minutes)

Misc:

Walmart, Glenwood Springs, 970-945-5336
Target, Glenwood Springs, 970-945-8006
Elmer's Glass, 325 20th St, Glenwood Springs, 970-945-5037
Aspen Thrift Store, 422 E Hopkins Ave, Aspen

ARTISTS' RESIDENCY PROGRAM CALENDAR

A calendar with specific dates for orientation, meetings, studio tours and the open house will be distributed separately. Please check this calendar for pending events and meetings. Please plan to participate 100%. Missing more than 7 days is not appropriate and will distract from the experience you and your peers have while in residence. Residents are not allowed to miss more than 7 days of their residency term.

VISITING CRITICS

Every year, Anderson Ranch invites artists and critics to come to the Ranch to interact with residents and give slide talks. Resident artists can sign up for studio visits from our visiting artists. Critics are scheduled for both the fall and spring terms. Studio visits usually run about an hour with additional follow up if time permits.

IMPORTANT CONTACT INFORMATION

- In case of an emergency, call 911
- The Ranch's main number is (970) 923-3181
- After hours, please contact the Facilities Manager, Bradley Walters, (970) 948-5832
- Otherwise contact Chair of Residency Program, Liz Ferrill, (970) 923-3181 ext 236

TRANSPORTATION NUMBERS

- Snowmass Village Shuttle Info: (970) 923-2543: 8:00am – 5:00pm , (970) 923-3500: 5:00pm – 8:00am
Dial-A-Ride/Late Night Service: (970) 923-3030

SHIPPING

Shipping artwork can be expensive. Please anticipate and plan ahead for the shipping of your artwork.

There is no door to door postal courier in Snowmass Village, all mail must be sent to the post office box and is retrieved from there by the staff of the Anderson Ranch Arts Center Monday through Friday. All parcels must be sent via UPS or FedEx to the street address.

To have mail sent to you via USPS: no heavy boxes, crates, or cartons through U.S. **Post Office**.

[Your Name]
c/o Anderson Ranch Arts Center/Resident Program
PO Box 5598
Snowmass Village, CO 81615
USA

To have packages sent to you by carriers such as **UPS, FedEx**: identify all your boxes with name and studio.

[Your Name]
c/o Anderson Ranch Arts Center/Resident Program
5263 Owl Creek Road
Box 5598
Snowmass Village, CO 81615-5598
USA

WHAT TO BRING

It is cold here in the winter, but dry and warm in the sun. Bring winter weather gear including clothing that you can layer, sweaters, a hat, scarf and warm gloves. Waterproof winter boots are crucial. You might also want to bring a waterproof winter coat and pants if you plan on skiing or snowshoeing. The weather can be drier than more humid climates, some find it comfortable to have a humidifier in their bedrooms. Snowmass Village and Aspen, both have excellent recreation centers, residents may consider bringing appropriate gear for exercise or swimming. A flashlight, water bottle and travel mug are also helpful.

Bring safety gear such as respirators, eye protection, boots and shop work clothes. Aspen has great thrift stores where additional work clothes may be found.

While the Ranch provides many necessities, Aspen and its surrounding communities have a high cost of living. Be sure to have the funds necessary for travel to and from the Ranch.

GETTING HERE

Air Travel: The Pitkin County Airport (ASE) is closest. Eagle County Airport (EGE), is about 1-1/2 hours from Anderson Ranch. Denver Airport is about 4 hours away. There is van service from the Denver airport available through Colorado Mountain Express (800) 523-6363 or (970) 926-9800 or on-line at www.cmex.com) but it may be cheaper to rent a car for the day. Ranch staff will be available for airport pickups only in Aspen.

Driving: Anderson Ranch is located in the Roaring Valley, just outside of Aspen. The Ranch is at 8,000 feet in elevation. From October to April, winter driving conditions exist with possible snow and ice. It is recommended that your vehicle have adequate snow tires and chains. Driving in the mountains can sometimes be a strain on vehicles not accustomed to the altitude. Repairs and maintenance can be expensive in the Aspen area. If you plan to drive, be sure your vehicle is in good working condition. **No** vehicle maintenance or repairs are allowed at the Ranch, including oil changes. We recommend that your car be serviced before driving to the Ranch.

Ground Transportation: All major rental car agencies are available at the Pitkin County Airport in Aspen.

Colorado Mountain Express: (800) 525-6363 coloradomountainexpress.com

High Mountain Taxi: (970) 925-8294, hmtaxi.com/

RFTA regional bus: (970) 925-8484, rfta.com

Snowmass Village Shuttle: (970) 923-3500,

Snowmass Village has a very reliable shuttle bus system that runs every 30 minutes throughout the village.

Bus and Train: Greyhound Bus Service and Amtrak Train both have stations in Glenwood Springs, CO which is 41 miles from Anderson Ranch. Once in Glenwood Springs residents can take RFTA, the Roaring Fork Valley regional bus service to Anderson Ranch. (970) 925-8484, www.rfta.com

Driving from points East and Denver: Take Interstate 70 West approximately 160 miles to Glenwood Springs (Exit 116) onto Highway 82. Follow the signs to Aspen through Glenwood Springs; continue on Highway 82 past the towns of Carbondale and Basalt; follow Highway 82 approximately 14 miles past the Basalt stop light. Signs will indicate Snowmass Village at mile marker 35.5 - turn right onto Brush Creek Road at that stop light - and follow Brush Creek Road approximately four miles; turn left on Owl Creek Road; and take the first left, just before the Firehouse, which leads to our parking lot.

Note: the Ranch will make available arrival and departure pick ups at the Aspen airport only. Residents should use the public transportation system outside of arrivals and departures. The Ranch does **not** provide a vehicle service for other outside travel.

FRONT OFFICE

Office Hours: The front office staff is available for assistance from 9:00 am - 5:00 pm, Monday - Friday.

Mail: Every resident will have a mailbox in the administration building. Mailboxes should be checked daily for Ranch and Resident information. There is an outgoing mailbox which is taken from the office by 11:00 am, Monday - Friday. Stamps can be purchased at the front desk. Incoming mail is dispersed every day by the late afternoon.

UPS: UPS picks up and delivers to the Ranch Monday - Friday between 9:30 am and 4:00 pm. We have a scale and carry some packing supplies in the store.

FedEx: FedEx picks up by request only and delivers to the Ranch Monday - Friday between 9:30 am and 4:00 pm.

Xeroxing/Faxing: Please see the front desk for assistance using the copiers. Copies are limited to 10 at a time. Please use Main Street Printing or Sandy's Office supply in Aspen for major copying jobs. Documents can be faxed at the front desk. Faxes are limited to 5 pages at a time. Prices are available at the front desk. These prices are subject to change.

Telephone: Cell phone reception is good in Snowmass Village. AT&T, Verizon, and T-Mobile are carriers commonly used in the area. There is **no** access to phone lines in the studios or dormitory.

Internet: The Ranch campus is outfitted with WiFi. There is a computer available for use by all residents in the Library and Dorm lounge. It is internet-ready and the library computer is equipped with a printer.

Banks: The closest ATMs are located at the Snowmass Village Center at Alpine Bank across the street from the Center. National banks include Wells/Fargo and US Bank in Aspen. Alpine Bank is the local bank, 970-923-3600.

OTHER FACILITIES

Library: The library is located behind the administration building and is available for use 24 hours a day, 7 days a week for residents' use. A key can be checked out from the office for Library use after regular Ranch business hours. There is also a key for the library in the Dorm lounge.

Photographing your work: A studio is available for residents to use to photograph artwork and is located on the second floor of the Ceramics Building. Lights and a grey backdrop are available for use, but residents must supply a camera and tripod. This is designated a clean space area, and not meant for use as an art installation or art making studio. This studio is a shared and community space. This studio space is not a secondary studio work space or installation space. To reserve the room, please contact Ceramic Studio Coordinator, Ralph Scala at rscala@andersonranch.org.

There is **No** use of photography studio, shooting studio or photography/lighting equipment in the last 3 days of the residency.

PARKING

Parking is by permit only. Cars will be towed without proper identification. Residents will be issued Anderson Ranch parking permits. The Ranch has limited parking. Residents may park their vehicles in the main lot along the fence, adjacent to the Childrens Workshop building.

There is absolutely **no** parking in the driveways or fire lanes on the Ranch.

RESIDENCY FEE/SECURITY DEPOSIT

Our residency program is partially supported by our donors and granting organizations. All residents are required to pay a \$1,500 fee. (The residency fee covers all housing, meals and studio access.) Residents are also required to submit a \$500 housing/studio security deposit. The deposit will be refunded about four weeks after the residency ends, minus any damage fees if applicable. Should a residency be canceled, the \$500 housing deposit is non-refundable.

Upon arrival, all residents will be required to remit a current credit card number which will be kept securely on file with accounting and used against any unpaid studio fees and materials. Credit Card numbers will be collected during orientation.

All mid term bills and invoices must be paid on time. **No** additional charges will be allowed until bills are paid.

CONDUCT/TERMINATION

Anderson Ranch seeks to create an atmosphere and environment which is a supportive community and encourages individual artistic exploration. **The Anderson Ranch Arts Center has a zero tolerance policy therefore we reserve the right to terminate the residency of any individual at any time who we believe, in our exclusive opinion, threatens the experience for themselves or others.**

This cause for termination can include but is not limited to a lack of participation, not being present for an extended period of the residency, disrespect for shop rules/guidelines, housing violations or a lack of general involvement in the residency.

Everyone in residence, as well as guests, must create an atmosphere that is not disruptive and respects individual and community privacy.

ADDITIONAL RESIDENCY GUIDELINES

Guest Policy: Each Resident is allowed a guest two nights in the beginning and end for a partner or family member's assistance with arrival and departure. **No** overnight visitors are allowed, residents guests must seek other accommodations. If you have questions specific to this please contact the Residency Program Chair. Residents may have an outside guest attend dinner in the café, provided they first give the café manager at least **24 hours notice** and second pre-pay \$18 at the front desk. All resident guests must pay for all meals taken at the Ranch café. Payment can be made at the office front desk. Café staff will only make enough meal portions to serve those

expected for meals. They do not make extra food unless notified that guests are coming and have paid.

Café: Please remember that the café is a shared community space and the clean-up and up-keep of the space is the responsibility of all residents. After resident-prepared meals, all dishes must be washed and returned to their proper storage area. Please **DO NOT** remove any dishes or utensils from the café.

Dorms: In case of a fire or sounding of alarm: Evacuate the building immediately through the nearest exit. Please make note of all exits when moving into the building.

If there are any emergencies, go to a telephone and dial 911 immediately.

All food preparation takes place in the café, not in the dorm. Please remove snowy/muddy shoes and ski equipment before entering the dorm. Keep bathroom doors shut when taking showers. The steam activates the fire alarm. There is a \$75 fee to replace a lost key.

Residents are expected to leave the dorm rooms in the condition in which they were found. Residents are responsible for removing trash from dorm rooms to the dumpster located in the parking lot above the painting building. Furnishings must stay in the dorm rooms. **No** alterations, painting or changes can be made to the rooms. The Ranch has limited storage for bikes or other recreational equipment. No bikes are allowed to be stored inside the dorm.

Please be considerate of our neighbors by keeping noise to a minimum after 7pm. (Snowmass Village Noise Ordinance). Please respect ranch quiet hours – 8:00pm until 8:30am; including use of the laundry facilities.

Artists in Residence may **not** bring pets to the Ranch. The Anderson Ranch Arts Center is compliant with ADA standards regarding service animals for people with disabilities. No dogs or pets other than Ranch pets and certified service animals, as defined by the ADA, are allowed on the Ranch campus. Upon receipt of this handbook, notification must be given and documentation must be provided to the administration office for service animals. 100% of the time trained service animals must be supervised and cleaned up after by their handler and may be asked to stay out of the café and meeting halls if disruptive. Handlers are responsible for their animals. Service animals must comply with all local municipal laws. Additional cleaning fees may be incurred for service animals.

In compliance with Snowmass Village's **no smoking** ordinance, smoking is not permitted in any Ranch building. The Ranch prohibits illegal activities anywhere on the premises.

Ranch buildings are left unlocked except for private homes, the office, photo building, Ranch House and kids building. Anderson Ranch is not responsible for lost or stolen items from studios, dorm room or other storage areas.

Residency Term: Residents are not allowed to arrive at Anderson Ranch before or stay past the residency term that is stated on the contract. The Ranch cannot store any personal property beyond that date. Please make appropriate arrangements.

If residents can **not** commit to the full term of the residency, please do not accept.

Climate & Altitude: The Ranch is located at an elevation of 8,200 feet. Some people experience high altitude (or mountain) sickness (shortness of breath, headaches, dizziness, lack of energy, difficulty sleeping, nausea, vomiting, loss of appetite and other symptoms) for the first 72 hours of arrival. On arrival, good advice is to drink a lot of water.

RANCH COMMUNITY HOURS

Residents are required to help for 1 hour per week with duties that include grounds, buildings, and café cleanup. This does not include routine general department work and housekeeping.

GIVING BACK TO THE RANCH

We encourage volunteerism at the Ranch and in the local community. Residents can volunteer to assist in a variety of outreach activities such as community talks or children's activities which can be discussed upon arrival. It helps to make for a more positive experience.

The Ranch is a 501 (c)3 non-profit organization that relies heavily upon artwork and monetary donations to sustain all of its programs. It costs approximately \$6,000 per artist per month to provide housing, food, studio and staffing. If you believe you can assist in those expenses, please let someone on the staff know.

Although there is absolutely no expectation that residents contribute, the Ranch is always grateful for contributions of artwork by residents which can be sold at one of our auctions or in the art store to help defray the cost of future residencies.

Each resident will write a letter about the experience to the individual or organization whom has underwritten all or part of their residency.

ANDERSON RANCH STAFF

All ranch staff are responsible for safety, well-being and compliance with guidelines. Ranch staff monitor and report infractions.

Studio Staff

Liz Ferrill Artistic Director Painting, Drawing and Printmaking
Chair, Artists-in-Residence Program
970-923-3181 x 236 Lferrill@andersonranch.org

Doug Casebeer, Associate Director
Artistic Director Ceramics
970-923-3181 x 238 Dcasebeer@andersonranch.org

Andrea Wallace, Artistic Director Photography and New Media
Chair, Workshop Programs
970-923-3181 x 233 Awallace@andersonranch.org

Jose Ferriera, Artistic Director Wood and Sculpture
Chair, Visiting Artists and Gallery Programs
970-923-3181 x 233 Awallace@andersonranch.org

Ralph Scala, Ceramics Studio Coordinator
970-923-3181 x 210 Rscala@andersonranch.org

John Lloyd, Sculpture Studio Coordinator
970-923-3181 x 237 Jlloyd@andersonranch.org

Fabiano Sarra, Furniture Design and Wood Studio Coordinator
970-923-3181 x 234 fsarra@andersonranch.org

Rick Dailey, Photography and New Media Studio Coordinator
970-923-3181 x 206 rdailey@andersonranch.org

Josh Meier, Painting, Drawing and Printmaking Studio Coordinator
970-923-3181 x 241 jmeier@andersonranch.org

Administrative Staff

Anderson Ranch is a non-profit organization that provides artistic programming throughout the year. In addition to our artistic staff there is a full-time staff dedicated to developing the Ranch's fund-raising efforts and programming:

Nancy Wilhelms, Executive Director
Katherine Bell, Children's and Outreach Program Manager
Jessica Cerise, Operations Manager/Artist-in-Residence Program Coordinator
Joanie Choremi, Assistant to the Executive Director
Genoa Farber, Grants Coordinator/Programs Associate
Kelly Garrett, Administrative Assistant/Receptionist
Liz Garfield, Special Events Consultant
Rob Griem, Controller
Carrie Hennefeld, Registrar
Mike Herndon, Assistant Controller
Kendra Lizotte, Chef and Café Manager
Blake Lockard, Graphic Designer
Tim McEnerney, Assistant to the Registrar
Sean Muckian, AV/IT Manager
Catherine Rohrstaff, Special Events Manager
Brooke Serson, Creative Director
Jennifer Slaughter, Director of Marketing and Communications
Hannah Thompson, Development Manager
Ashley Today, Special Projects Manager and Board Liaison
Hailey Walsh, Special Events Assistant
Bradley Walters, Facilities Manager

CHILD PROTECTION POLICY

Anderson Ranch Arts Center believes that children are entitled to the highest level of protection from all harms. Because children are sometimes not able to recognize or articulate harms they may be facing, it is incumbent upon all adult community members to be vigilant in ensuring that no harms are allowed to enter or exist in our community.

This policy applies to all Anderson Ranch community members (students, paid and volunteer staff, parents, non-staff volunteers, vendors, visitors, etc.). It is intended to protect all students or child visitors who are a part of our community.

Any action, behavior, or comment that endangers the safety or welfare of a child or exposes a child to any acts or materials of a mature nature is strictly prohibited on school premises or at any school-sponsored activity.

Adults who are paid or volunteer staff members, contracted service providers, and regular non-staff volunteers may, at the discretion of Anderson Ranch, complete background screening as identified below.

Requirements

- **Paid Staff:** Paid staff members may complete all requirements of Colorado State law for criminal background checks, fingerprinting, and sex offender registry checks. Additionally, these persons shall complete background-screening forms and provide employment and/or community references.
- **Volunteer Staff:** All volunteer staff members will complete a national background check requirements and complete background screening forms.
- **Non-Staff Volunteers:** All persons who volunteer on a regular basis on school premises at least 20 hours per week during school hours, or who regularly volunteer in the classroom for special subject teaching, will complete background screening.
- **Contracted Service Providers:** Persons who provide regular contracted services on school premises at least twice per week when students are present (*such as cleaning crews*), will have criminal background checks completed under the terms of the service contract between their employer and Anderson Ranch.
- **Parents:** Parents who do not fall into any of the above categories are not required to submit criminal background check information to the school. Any parent who volunteers, on a regular basis, in a classroom where his or her child is not assigned, shall be checked in State and local sex offender registries.

Anderson Ranch Arts Center will make telephone, mail, or in-person contact with all persons or employers listed as references on background screening forms.

How to Report Violations Any child or adult may report potential violations of this policy. Reports, verbal or written, should be made to the Executive Director for investigation. If the Executive Director is an involved party, reports should be made to the President of the Board of Trustees.

All reports should be made within 48 hours of the incident. If a clearly criminal act has occurred, law enforcement authorities should be immediately contacted also.

Investigations All persons contacted are expected to fully cooperate in any complaint investigation as a condition of continued employment, enrollment, or volunteer service.

All complaints will be investigated in a timely fashion. The investigation will be completed in a manner that attempts to maintain discretion and confidentiality. Only those persons who have a need to know, for the purposes of carrying out a thorough investigation, will be provided the identities of the persons involved and the details of the allegations.

Zero Tolerance and Discipline All acts identified or complained of as violations of this policy will be fully and impartially investigated. In no instance will substantiated policy violations go unpunished. When merited, appropriate disciplinary action will be taken against policy violators. Such discipline may include employee probation, suspension, or dismissal, volunteer removal, or contract termination. A written record of any proven violation will be placed in the offender's personnel file. Any acts involving suspected criminal conduct will be referred to local law enforcement authorities or Child Protective Services. While a criminal investigation is pending, the Executive Director or Board President has full authority to suspend an employee or volunteer.

Any person whose background check or sex offender registry check indicates an incompatibility or ineligibility for working around children, will be terminated or asked to discontinue volunteer service.

NON-HARASSMENT POLICY

Introduction

Anderson Ranch Arts Center is committed to providing a safe and supportive school environment where learning can flourish and all feel welcome. Members of the school community are expected to treat each other with respect. Teachers and staff are expected to teach and demonstrate by example that all members of the community are entitled to respect as human beings. Harassment of one community member by another community member is a violation of school policy.

Anderson Ranch Arts Center will diligently monitor both the school environment and anyone coming on to school premises to ensure that inappropriate acts do not occur. When there is a concern or complaint about a behavior or incident, we will immediately investigate the matter and take affirmative remedial action.

It is important that everyone understands what behaviors are unacceptable in our community. Anderson Ranch Arts Center prohibits any conduct by one community member that harasses, intimidates, or demeans another community member.

Prohibited Acts Harassment or Intimidation: any intentional written, verbal or physical acts including, but not limited to, those shown to be motivated by any characteristic such as race, age, religion, national origin, marital status, gender, sexual orientation, gender identity, veteran status or disability.

Sexual Harassment: unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical contact or communication of a sexual nature between two or more individuals.

Sexual harassment may include, but is not limited to, the following:

- Leering at someone else's body
- Making comments, gestures, or jokes of a sexual nature
- Sexual advances/propositions/suggestions
- Sexual "dirty" jokes

- Touching, grabbing, and /or pinching
- Spreading rumors about another's sexual activity
- Talking about one's own sexual activities in front of others
- Showing offensive/sexual pictures, stories, objects
- Inflicting physical sexual assault or abuse
 Individuals Covered by the Policy This policy applies to all Anderson Ranch Arts Center community members (students, paid and volunteer staff, parents, non-staff volunteers, vendors, visitors, etc.) who enter our school premises or participate in school-sponsored activities. The policy protects males and females equally from sexual harassment, and it protects both from same-sex harassment.

Duty to Bring Complaint Forward

One cannot assume that school officials will automatically know that conduct in violation of this policy is occurring or has occurred. Those who have suffered inappropriate conduct have the responsibility to bring that to the attention of the Executive Director or Board President within 48 hours of the conduct's occurrence. Anderson Ranch Arts Center cannot assume legal responsibility for conduct of which it is unaware.

How to Report Violations Any child or adult may report potential violations of this policy. Anderson Ranch Arts Center staff members are required to follow appropriate intervention and reporting practices whenever they observe incidents or receive complaints of policy violations.

Reports, verbal or written, should be made to the Executive Director for investigation. If the Executive Director is an involved party, reports should be made to the President of the Board of Trustees. All reports should be made within 48 hours of the incident, except where circumstances clearly prevent such. Complaints will be accepted in writing or orally. Anonymous complaints will be accepted and investigated to the extent possible. If a suspected criminal act has occurred, law enforcement authorities should be immediately contacted also.

Zero Tolerance All acts identified or complained of as violations of this policy will be fully and impartially investigated. In no instance will substantiated policy violations go unpunished. Where appropriate employee discipline, volunteer removal, or contract termination actions will occur. Any acts rising to the level of criminal conduct will be referred to local law enforcement authorities or Child Protective Services.

Sanctions Employees or volunteers found to have engaged in non-sexual harassment or intimidation or sexual harassment shall be disciplined appropriately. Such discipline may include employee probation, suspension, or dismissal, volunteer removal, or contract termination. A written record of any proven violation will be placed in the offender's personnel file. In cases where a criminal investigation is pending, the Executive Director or Board President has full authority to suspend an employee or volunteer.

If a student or parent engages in behavior in violation of this policy on school premises or at any school-sponsored event, that person may be subject to suspension or exclusion from school property or activities.

Retaliation

Retaliatory or intimidating conduct against the filer of a harassment complaint or anyone who has assisted in an investigation is prohibited and shall be considered a policy violation as serious as the harassment itself.

Confidentiality

Confidentiality will be maintained throughout the investigation to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved. This means that the people investigating the complaint will discuss it or the underlying behavior only with persons involved in the case that have a need to know the information.

Please print, sign and return this page.

I understand and will comply with the guidelines and studio/workshop responsibilities of the Artists-in-Residence Program at Anderson Ranch Arts Center.

Resident artist: _____(print)

_____(signature)

Date: _____

Anderson Ranch Arts Center
Artist-in-Residence Program
PO Box 5598
Snowmass Village, CO
81615-5598

Residency Fee Summary:

- \$500 deposit, refundable after departure check-out
- \$1,500 residency fee
- \$60 studio fee, billed \$30 at midterm and \$30 at departure.
- \$18 dinner guest fee, payable prior to guest arrival
- Supplies fees, on accounts billed at midterm and at departure
- \$75 lost key fee, charged when lost