
AndersonRanch
arts center

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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 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.

LIVING AT THE RANCH

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 preparation every day, and lunch foods (such as deli meats and breads) are available for 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 for meal preparation. 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.

Residents are not permitted access to the downstairs storage and prep kitchen areas.

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.

Housing: Residents will be staying in the Wyly dorm. Residents have private rooms but will most likely 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. The rooms are furnished with two twin beds, a chair and a side table (the beds can be pushed together to form a king). **Residents should bring linens, a blanket and comforter, bath towels, hand towel and washcloth.**

Residents are responsible for dorm up-keep and removal of trash. Cleaning supplies are provided, and the residents are required to leave 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 is 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. '

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. No furnishings or linens shall be removed from the room. 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.

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. If you smoke please use good smoker etiquette and do not toss butts on the ground or into the snow.

Ranch buildings are often 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.

Guest Policy: Each Resident is allowed one guest two nights at the beginning and end of the residency for assistance with arrival and departure. No additional overnight visitors are allowed. All guests must seek other accommodations. Residents may have an outside guest attend dinner in the café, provided notification is given to the café manager at least 24 hours in advance and the meal is pre-paid for at the front desk (dinner is \$20). All resident guests must pay for all meals from 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.

Trained Service Animals & Pets: Artists-in-Residence may **not** bring pets to the Ranch. Anderson Ranch Arts Center is compliant with ADA standards regarding trained service animals for people with disabilities. No dogs or pets other than Ranch pets and Trained Service Animals (as defined by the ADA) are allowed on the Ranch campus. Upon receipt of this handbook, notification must be given to the administration office for accompanying trained service animals specifically relating to what task it performs. Service animals must be supervised, on leash, under control at all times, cleaned up after by their handler and may be asked to stay out of the café and meeting hall if disruptive. Handlers are solely responsible for their animals. For further information please visit https://www.ada.gov/regs2010/service_animal_qa.html

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. Be sure to stay hydrated. It is advised that residents are particularly vigilant regarding hydration upon arrival.

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
- Chair of the Artists-in-Residence Program, Doug Casebeer, (970) 923-3181 ext 238

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. Letters must be sent to the post office box and Anderson Ranch Arts Center staff retrieve them Monday through Friday. All parcels must be sent via UPS or FedEx to the street address.

Letters use United States Postal Service

(no heavy boxes, crates, or cartons):

[Your Name]

c/o Anderson Ranch Arts Center

PO Box 5598

Snowmass Village, CO 81615-5598 USA

7/11/18

Packages use UPS, FedEx or other freight courier:

[Your Name]

c/o Anderson Ranch Arts Center/Resident Program

5263 Owl Creek Road B - 5598

Snowmass Village, CO 81615-5598 USA

What to Bring:

For your room: Towels and wascloths, sheets, blankets and comforter for twin or king bed. (Two twins or push together and make a king.). Some find it comfortable to have a small humidifier. A flashlight, water bottle and travel mug are also helpful. Any perscriptions that you may need like an Epi pen or inhaler.

What to wear: Winter weather outerware, first layers and clothing like sweaters, a hat, scarf, warm gloves and waterproof winter boots. Fitness, recreation apparell and ski gear are good too. A swimsuit for a trip to the local RecCenters or regional hot springs. A nice outfit for the Open House party. 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: 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 in Aspen only.

Driving: Anderson Ranch is located in Snowmass Village 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 (and sometimes required by the city of Snowmass Village) 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. It is recommended 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 Info: (970) 923-2543 (8:00am – 5:00pm), (970) 923-3500 (5:00pm – 8:00am) Dial-A-Ride/Late Night Service: (970) 923-3030, ADA Accessible (970) 923-2543

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.

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: Ranch staff makes arrival and departure pick-ups/drop-offs at the Aspen airport only. Residents should use public transportation outside of airport arrivals and departures. The Ranch does **not** provide a vehicle service for additional travel.

Parking: Parking is by permit only. Vehicles will be towed without proper identification. Residents are 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 Children's Workshop building.

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

STUDIO GUIDELINES AND EQUIPMENT

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

Studio coordinators monitor the use of all equipment. Every project must be approved by the coordinator, for example, editions and projects involving studio intern time.

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 is asked 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. Anderson Ranch has a zero tolerance policy for underage drinking and consumption of marijuana. **Violation of these policies will result in residency termination.**

Within the facility of each department, residents share an open studio space. Upon arrival, residents are 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 are 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 in-depth 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 proficiency on all equipment they intend to use. Please see the guidelines below for a more detailed description of each specific studio department.

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"
- 2 – Small Skutt electric test kilns, 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
- Train style reduction wood kiln, 2.5'x4'x6' = 39 cu.ft.
- Large down draft reduction kiln, 3.5'x4'x5' = 70 cu.ft.
- Bailey Car Kiln
- 2 Bailey updraft kilns
- Thermo Electric front loader kiln
- V8-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 – Bailey 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
- 3 – Digital 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 Louise Deroualle, lderoualle@andersonranch.org.

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

- 1-Next Engine 3d Scanner
- 1-Sense 3d Scanner
- 1-Vinyl cutter, Roland Camm-1 Pro-48"
- 4 – Monoprice PLA 3D Printers
- 2 Formlabs 3D Printer
- 1 – Epilog Laser printer/cutter 40w 24"x12"
- 1 – Epilog Laser printer/cutter 120w 48"x28"
- 1 - CNC Techno Router Series 4848
- 1-Epson Printer/Scanner
- 7-Computers with Rhino programs & Adobe Creative Suite

This lab is monitored by Carter Hopkins FabLab Coordinator. Use of this equipment must be reviewed and approved by your Studio Coordinator before a 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-Th 1:00-4:30pm. No Food or Beverages in the lab.

If you have questions or need more specific information about the facilities or materials, please contact the FabLab Coordinator Carter Hopkins, chopkins@andersonranch.org.

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 a wide selection of tools available. Bronze and aluminum casting is a seasonal activity which is only available during the summer workshop program. Residents in the sculpture department must first go through an equipment orientation and be checked out on all tools. Power tools can only be used between the hours of 7am - 10pm.

- TIG, MIG and stick/arc welders
- 2 Plasma cutters
- 90amp stationary spot welder
- Compressed air system
- Gas forge
- Oxygen/acetylene torches
- Sandblasting cabinet
- Pneumatic die grinders
- Electric angle grinders, sanders & jigsaws
- Cordless drills
- Table saw, "SawStop" model
- Chop saws for steel & wood
- Tormach 3 axis CNC metal mill
- PM 3 axis manual metal mill
- PM 12" cold metal saw
- 2 Rhino Fixture Carts
- PM Metal lathe 12 x 36
- 48" 16g slip rolls
- 6"x6" corner notcher
- 4' x 20 gauge jump shear
- 48" 16g box & pan brake
- 24" English wheel
- Bandsaws for metal & wood
- 2 drill presses
- Bench grinders
- Bench sanders for wood & 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

No hot wax, paraffin or encaustic materials may be used in the studios without the approval of the Artistic Director and Studio Coordinator. **No** toxic resins and/or fiberglass use is permitted. Sculpture space and sculpture tool use must be approved in advance. Anyone using power tools, equipment, or appliances must seek approval from the Studio Coordinator before using.

If you have questions or need more specific information about the facilities or materials, please contact the Sculpture Studio Coordinator Michael Lorsung, mlorsung@andersonranch.org.

Photography & New Media Studios: Each Photography and New Media Resident work station is equipped a Mac computer 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
- Epson 9900 for photo papers (up to 44" wide)
- Epson P9000
- digital and slide projectors
- black and white wet darkroom with Saunder's enlargers and UV exposure units.

Papers can be purchased from the Photography Department 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 a 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 2 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. Residents will work with the Studio Coordinator to make prints.

Food and beverages are **NOT** 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, Ben Timpson, btimpson@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:

- Easels
- Work tables
- Stools
- Glass-topped palette carts on wheels
- Chop saw
- Drawing boards
- Spray bottles
- Rulers, glues, and tapes
- Staple guns
- Butcher paper
- Tracing paper
- Cordless drills
- Hand tools: hammers, screw drivers, hand saws, pliers, clamps

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. Painting residents are prohibited from using high fume mediums indoors 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.

Printmaking Studio: Printmaking residents are provided with a fully equipped print studio environment. This includes:

- French Tool etching press, 36" x 60" bed size
- Charles Brand etching press, 24x46" bed size
- Table-top Takach etching press, 24x48" bed size
- Motor driven Takach lithography press, 40x68" bed size
- Felt blankets, tympan, and scraper bars for presses
- Washout booth with power washer
- Brayers (various sizes)
- Rollers (24.5" length, 11" diameter/ 18.5" length, 4.5" diameter/ 16.5" length, 4.5" diameter)
- Tear bars
- Cutting mats
- Light tables
- Work tables
- Stools
- Chop saw
- Drawing boards
- Spray bottles

- Rulers, glues, and tapes
- Staple guns
- Butcher paper
- Tracing paper
- Cordless drills
- Hand tools: hammers, screw drivers, hand saws, pliers, clamps
- Newsprint (limited supply of 500 sheets, 24x36")
- Gloves (limited supply)
- Rags (limited supply)
- Plate oils
- Solvents (Gamsol)
- Denatured alcohol
- Vegetable oil
- Vinegar
- Vacuum frame and exposure unit,
- Dedicated ferric acid area

Printmaking Residents will be provided with studio space adjacent to the painters upstairs in the Wyly Painting Building. They will share both the Sistie Fischer studio and Patton Printshop downstairs with Anderson Ranch Editions. The Patton Printshop is a professional publishing studio and Ranch publishing activities will have press and equipment priorities. Use of the Patton Print Shop is allowed only under the supervision of the Studio Coordinator.

Shop fees for consumables such as ink 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 and all other printing matrices that they 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, Laure Peterson at lpeterson@andersonranch.org.

Wood Studio: Residents in the Wood Studio are provided with bench space in an open, shared studio. The shop is equipped with:

- 3- 10" "Saw Stop" table saws
- 12" & 8" jointers
- 18" & 14" planers
- Griggio mortiser
- Multi-router
- Radial arm saw
- Chopsaw
- 2- drill press
- Spindle sander
- Pneumatic sleeve sander
- 24" drum sander
- 14", 18" band saws (4)
- 20" disc sander
- 36" edge sander
- Scroll saw
- 10 lathes
- Vacuum press system

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, fiberglass or bondo may be 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, paint brushes, drill bits, router bits, carving burrs, grinding pads, sandpaper, hardware and other expendables that are **not** provided. Lumber can be purchased at the Ranch. Stocked is 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. Residents may prefer to bring their 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. Tools may not be loaned out.

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, Mark Tan at mtan@andersonranch.org.

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. All work must be removed from Anderson Ranch at the end of the residency.

Lighting Studio: 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 the Ceramics Studio Coordinator Louise Deroualle, lderoualle@andersonranch.org.

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

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

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 resident will have a \$100 studio fee to cover general shop use for things like cleaning supplies, rags, lightbulbs etc. Project supplies, for example; sand paper, ink, paper, clay and firing are not included. This fee should be paid with the residency fee. The Residency fee is applied toward room and board expenses. (It costs Anderson Ranch approximately \$6,000 per artist per month to provide housing, food, studio and staffing.) For specific information on cost of equipment use and supplies available in the studios please check with the Studio Coordinators.

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

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

Supplies in the store are offered at discounted prices when possible to keep costs low.

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.

Other resources: Some studios have expendables on hand that you can purchase (clay in ceramics, paper in photo, wood in furniture, 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 1 hr away on Hwy 82.).

Emergency/Medical/Welbeing:
Aspen Valley Hospital (970) 925-1220;
0401 Castle Creek Rd Aspen
Aspen Hope Center 24 hour confidential hotline (970)
925-5858
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 AspenMindsprings Health
(970)920-5555
Dr. Mike Check (970) 922-0784 Snowmass Village Mall
Suite 23 Snowmass Village,

Pharmacy:
City Market, Aspen, 970-925-2590
Basalt Clinic Pharmacy, Basalt, 970-927-3833
City Market, El Jebel, 970-963-3360

Lumber/Hardware:
Pro-Build Lumber Yard, Airport Business Center, 970-925-
4262
Valley Lumber Yard, Basalt Business Center, 970-927-3146
Lowes, Glenwood Springs, 970-384-3940
Ace Hardware, Aspen, 970-925-3031
Miner's Building, Aspen, 970-925-5550

Art/Office Supplies/Copiers:
Carl's Pharmacy, Aspen, 970-925-3273
Sandy's Office Supply, Aspen, 970-925-1620
Basalt Art & Office, Basalt, 970-927-4705
Office Depot, Glenwood Springs, 970-947-4014
Continental Clay, Denver, CO

Shipping & Supplies:
FEDEX, Aspen Airport Business Center,
970-544-5050
Millennium Pack & Ship, Aspen, 970-920-2204'

Electronics:
Radio Shack, Aspen, 970-925-5550
(Ipro Center, Apple Authorized Dealer)

Groceries:
Clarks Market, Snowmass Village Center
City Market, Aspen, 970-925-2590
City Market, El Jebel, 970-963-3360
Whole Foods, El Jebel,

Misc:
Walmart, Glenwood Springs, 970-945-5336
Target, Glenwood Springs, 970-945-8006
Elmer's Glass, Glenwood Springs, 970-945-5037
Aspen Thrift Store, Aspen

PROGRAM GUIDELINES

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%. Residents are not allowed to miss more than **7 days** of their residency term.

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.

Resident awardees who can't commit to the full term of the residency should not accept.

Visiting Critics: Every residency term, Anderson Ranch invites 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 critics. Critics are scheduled for both the fall and spring terms. Studio visits usually run 50 minutes. Visits are documented photographically.

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 program fee and \$100 studio 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 are 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 are 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.

Ranch Community Hours: Residents may be 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.

Youth programs: During both the Fall and Spring residencies Anderson Ranch offers art programs for children and teens. Youth programs are year round and include campus tours, studio visits, studio art making activities, and an after school art program. Artists in Residence will be informed about specific dates and times of these programs by studio coordinators.

ANDERSON RANCH ARTS CENTER GENERAL INFORMATION

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 makes deliveries at 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 makes deliveries 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 dorm rooms.

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.

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. 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. 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:

Studio Staff

Doug Casebeer, Associate Director; Artistic Director Ceramics; Artists-in-Residence Program Chair,
970-923-3181 x 238 dcasebeer@andersonranch.org

Andrea Wallace, Director of Programs; Artistic Director Photography & New Media; Chair of Advanced Mentored Studies
970-923-3181 x 233 awallace@andersonranch.org

Elizabeth Ferrill, Artistic Director of Painting, Drawing & Printmaking
970-923-3181 x 236 lferrill@andersonranch.org

Brian Shure, Master Printer; Director of Anderson Ranch Editions; Gallery Program Chair
970-923-3181 x 235 bshure@andersonranch.org

Lauren Peterson, Painting, Painting, Drawing & Printmaking Studio Coordinator
970-923-3181 x 241 lpeterson@andersonranch.org

Giselle Hicks, Ceramics Studio Coordinator
970-923-3181 x 210 ghicks@andersonranch.org

Ben Timpson, Photography & New Media Studio Coordinator
970-923-3181 x 206 btimpson@andersonranch.org

Mark Tan, Furniture Design & Woodworking Studio Coordinator
970-923-3181 x 234 mtan@andersonranch.org

Michael Lorsung, Sculpture Studio Coordinator
970-923-3181 x 237 mlorsung@andersonranch.org

Carter Hopkins, FabLab Coordinator
970-923-3181 x 246 chopkins@andersonranch.org

Administrative Staff:

Nancy Wilhelms, Executive Director

7/11/18

nwilhelms@andersonranch.org

Jessica Cerise, Operations Manager/Artist-in-Residence Program Coordinator

jcerise@andersonranch.org

Ashley Today, Deputy Director

Katherine Bell, Children's & Outreach Program Manager

Meghan Bergeron, Graphic Design & Marketing Assistant

Marit Evans, Development Associate

Max Fraga, Facilities Assistant Manager

Miriam Flores, Assistant Controller

Mary Graham Harvey, Executive Assistant to the Director

Carrie Hennefeld, Registrar

Tim McEnerney, Assistant to the Registrar

Sean Muckian, AV/IT Manager

Molly O'Leary, Administration Assistant

Meg Reilly, Front Office Coordinator

Katherine Roberts, Director of Marketing & Communications

Hannah Thompson, Development Director

Alison Viola, Registration Assistant

Hailey Walsh, Special Events Director

Brad Walters, Facilities Senior Manager

Kaitlin Windle, Controller

Claudia Zacharias, Senior Creative 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 are volunteer staff members, contracted service providers, and regular non-staff volunteers may, at the discretion of Anderson Ranch, be asked to 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 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 environment where learning can flourish and all feel welcome. Members of the community are expected to treat each other with respect. Faculty 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 policy.

Anderson Ranch Arts Center will diligently monitor both the environment and anyone coming on to the 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 premises or participate in 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 Ranch staff 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.

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 community member engages in behavior in violation of this policy on the premises or at any Ranch-sponsored event, that person may be subject to suspension or exclusion from the 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
Artists-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
- **\$100 studio fee**
- **\$20** 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