



## The Pottery Workshop Jingdezhen International Artist Residency

### **Office Hours of Operation**

**Monday-Saturday**

**9:00am-12:00pm and 1:00pm-5:00pm**

**Closed Sundays**

Please take time to review these guidelines carefully. We hope this information will clarify any concerns for you as a resident artist. If you have questions regarding your time and stay with us, please ask.

### **PWS House Rules**

- **SAFETY FIRST.** Please be mindful of yourself and others around you.
- All resident artists are covered for accidental injury within The Pottery Workshop Jingdezhen property. Please act responsibly
- Resident Artists have 24 hour access to the PWS Residency Studio.
- Lunch is served Monday-Saturday at 12:00pm. Dinner is served Monday-Friday at 6:00pm. (Note: dinner is not served on Saturdays, lunch & dinner is not served on Sundays)
- Please observe quiet time from 9:00pm to 8:00am in resident housing.
- The PWS Cafe is open from 8:30am to 9:00pm every day, Mon.-Sun.
- NO SMOKING allowed on PWS property, unless designated.
- Please turn OFF all electric appliances (air conditioner, heat, fans, lights, etc.) when leaving your ROOM/STUDIO/KITCHEN/BATHROOM.
- Use water responsibly. ALWAYS dispose all items used on PWS property in the trash bins, never in the toilet or the septic system.
- Large or heavy items need to be taken directly to the trash station.
- The PWS has zero tolerance regarding any illegal drug use.

### **Arrival**

- **NEED:** Passport, Passport photo, payment. Please register in the office upon arrival or at appointed time.
- Please confirm Residency Program details and fees with the PWS accounts manager and a residency coordinator. An invoice will reflect your initial deposit paid prior to your arrival and balance due.
- A residency coordinator will take you on a tour of the Sculpture Factory, other PWS facilities, and create a weekly schedule with you.
- Please meet every Monday at 1:00pm in the PWS Cafe. The residency coordinators will have a meeting for your suggestions and calendar needs.



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### Accommodation

- A safe is available in the office for important documents. Please lock your doors and keep your keys with you at all times.
- Wireless internet connection is available throughout PWS property. Please see the signs posted and in this folder for passwords.
- Bicycles may be available for use or you may rent one from a local bike renter. Always lock your bike and ride safely.
- Please notify staff if you need anything for your room, if there is an issue with the A/C or heat, or if you need to rearrange furniture so we can help you or assist you in your needs.
- The PWS cleaning staff maintains the facility daily (except on Sundays), please be considerate.
- PWS cleaning staff will clean your room, empty your small items in the trash, and change bedding once a week.
- Please mark your food in the refrigerator and on your pantry container with your name, room number and residency dates. Any neglected items will be thrown away.
- Please DISCARD your soaps, shampoos, razors, etc. from the shower upon departure.

### Departure/Travel

- **Studio Check Out: 3:00pm**, the day before your departure date.
- Room Check Out: Upon your departure time, unless otherwise arranged.
- **Please notify office staff 10 days before departure** from PWS if you need assistance with booking and/or travel plans leaving Jingdezhen.
- The PWS can assist in making reservations for transportation or accommodations or Ctrip is a great website if you want to book your reservations yourself in China with a credit card. ([www.ctrip.com](http://www.ctrip.com))
- **Do NOT** leave any artworks, tools, or personal belongings in the studio after your departure. The residency coordinators and cleaning staff are not responsible for your left belongings.
- Please return keys to the office and pay all outstanding balances (kilns, clay, balance due) by 5:00pm, Monday through Friday. Note: Personal banks will limit your daily withdrawal for RMB.
- If there are no residents checking into your room or into your studio, late check-out can be available-please discuss with the residency coordinator or director.
- The PWS accepts Chinese Renminbi cash, wire transfer, and credit cards for PWS residency, materials, and kiln firing costs.



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### Studio

- The PWS Residency Coordinators are shared among 12 resident artists at a time, their work hours are also divided between company responsibilities and communicating with future residents. Please find assistance in the PWS office if no one is available in the studio.
- We have a mandatory meeting for all resident artists at the PWS Cafe **every Monday at 1:00pm** to check in on studio-life and upcoming events.
- Visitors must be accompanied by PWS staff or a current resident to the residency studios. If you see any strangers in the studio, please ask them to go directly to the office. Please remember the residency studios are a quiet, active space for many artists-be respectful and considerate.
- All sanding, grinding and dusting processes are to be completed in the ventilation booth/fan in the kiln room. Particulate masks and eye protection available.
- All materials which emit fumes, odor and smell must be completed in the ventilated, separated studio space/glass classroom.
- **Always close doors, windows, turn off wheels, lights, air-conditioners, heaters etc. when you leave the studio, even for lunch or dinner breaks. Keep doors and windows closed when air conditioner or heat is running.**
- **Never leave your valuables in the studio.** You can use a cupboard/locker in the front sink area of the studio to keep your belongings.
- Artists should clean their own working space daily, and tidy everything up in the studio regularly. A clean studio is a safe studio.
- **Our cleaning staff cleans public spaces only and regularly.**
- If you need any specific materials or tools from our workshop, please ask our staff. There are some communal tools, but the majority of tools are purchased (and taken home) by our residents.
- You are expected to use Sculpture Factory public kilns during your stay.
- The Pottery Workshop kilns can be used by Resident Artists. If resident artists need to rent either electric kiln out of necessity, the firing reservation should be booked in advance. Please note the posted pricing structure, calendar, and sign-out sheet for each kiln. **A PWS staff will assist you in programming with the proper ALARM and Shut off time.**
- If you hire an assistant or artisan to work with you, please inform staff and fellow residents that a craftsperson will be working with you in your personal studio space. **Artists are personally responsible and assume the risks for their hired craftspeople working in the studio.**
- **You are fully responsible for your health, behavior and activity while working on the PWS premises.**
- Please keep a safe working area for yourself and others.



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### Shipping

- It is required that residents notify the PWS staff of their shipment method a minimum of **10 days before departure from PWS**. We will discuss and help you with your next steps for shipping.
- There are a few methods for shipping your work abroad, PWS staff will assist you in this process.
  1. Carry the work as checked baggage by purchasing another suitcase.
  2. China Post - all packages must be packed in the supervision of China Post
  3. DHL - please double box and bubble wrap all ceramics
  4. International Sea Freight Logistics - please reference shipping chart in this binder.

### **Shipment regulations change frequently.** **Please follow these procedures**

- Create an inventory of all items to be shipped.
- The PWS will recommend a shipping method and agency, we will meet each resident artist to review current shipping standards and regulations. **Review with us 10 days in advance.**
- If you are freighting your artwork, the carpenter will visit your studio to assess all contents to be shipped in a crate. He will determine the cubic meter sizing of your needed crate and need one-two days to build it.
- Oil and oil based materials are prohibited.
- Liquid and powder are not allowed to ship except by Sea Freight.
- Pack all of your work properly with the proper materials. Refer to PWS staff for ordering packing materials.
- **Do NOT use any newspaper (with text) as a packing option**, it is not allowed.
- Some shipments may require lead testing, additional forms and fees may be necessary.
- **The Shipping Agency accepts only cash in Chinese Renminbi, no credit cards. Please be prepared days in advance for the shipping quote and your ATM withdrawal. The PWS will not pay for your freight.**
- The PWS staff will help you arrange for the shipping company to collect your crate or to take your shipment to the appropriate agency **at least one business day prior to your departure date.**
- **The PWS is not liable for transactions made between you and the shipping company.**
- **Please see pricing references for shipping companies on the following pages.**