

MAGDALEN ROAD STUDIOS

ARTIST STUDIO COMMUNITY / CLASSES / EXHIBITION SPACE

WELCOME FROM THE TRUSTEES

Welcome to Magdalen Road Studios (MRS). We hope that your time with the studios is creative and productive and that you enjoy using the space. This induction guide provides essential information to help you get started and settled into the studio community.

More than just artist studios, MRS is a charitable organisation founded to **promote visual arts to the general public through direct engagement with artists in a studio setting**. The studios have a board of trustees who ensure that MRS meets this charitable aim and they oversee the administrative management and future strategy of the studios. As a studio artist with a *licence to occupy* you are now a full member of the charity and can help meet these charitable aims.

The studio website is the first place to look for current information about studio activity, events, structure and policy magdalenroadstudios.com

The website contains a variety of information relevant to life in the studios and you should check it on a regular basis. The studio manager ensures the events, blogs and artist's profile pages are up to date and a designated area contains studio [Policies](#) and procedures which include useful and relevant documents like the MRS Studio Handbook (pending) and this Induction. We aim to expand the range of information available in the future.

During your first days as a studio artists please ensure you have read, are aware of or acted upon if necessary the following information:

ABOUT THE STUDIOS

The Studios promote visual arts to the general public through direct engagement with artists in a studio setting. In support of the objective, the charity provides and manages studio and exhibition/workshop space and creates opportunities for the public to participate in the visual arts within this setting.

To meet these charitable objectives the studio manager with strategic guidance from MRS trustees and in consultation with the studio artist interest groups plans and develops the annual programme of activities and outreach. They create partnerships with colleges and other groups, offer practical workshops, talks and studio visits which explore contemporary art practice and the life of an artist.

Benefits of Charitable Status

The non-commercial nature of studio activities means that:

- Artists pay only 20% of council tax rates which is reflected in the monthly rent.
- Access to grants and other sources of funding for events is facilitated.

The studios therefore operate within certain criteria in order to meet the charitable objectives. Active artist engagement is reflected in the MRS Annual Report and there is therefore an expectation of all artists to be involved in activities that also meet these objectives. You will be asked to share details of your events/achievements and of any activities with which you have been involved that contribute to the profile of the studios.

Studio Management Structure

Magdalen Road Studios is governed by a board of up to eight trustees including two elected studio artists. Studio artist members are eligible for election as trustees (or to voluntarily participate in working groups) after 12 months of membership. Elected members stand for 3 years. Trustees meet every two months to discuss strategy and the administration of the studios. The studio manager also meets weekly with a member of the board to discuss more day to day issues.

More information about the management structure of the studios can be found in the Studio Artists Handbook (this document is being compiled and will be available on the website soon). Copies of the Articles of Association which make us a charity together with a specimen copy of the lease can be found at <http://www.magdalenroadstudios.com/legal-documents>

The recent creation of two artist interest groups (artist meeting and gallery group) and general review of process and procedures for studio activities is part of a continuing review of practice to ensure that the management of the studios is consistent and clear to all.

The trustees are:

Andrew Carter (Chair), Daniella Clarke, Anne Jacobs and Clive Liddle (Finance officer).

Artist Trustees: Catalina Renjifo, one vacancy

Studio Manager: Lorna Denby – info@magdalenroadstudios.com

Registered Charity No. 1142112: Company No 3817751

NEW ARTISTS ESSENTIAL ADMINISTRATIVE TASKS

The Studio Licence

- Ensure you have signed and returned your studio *licence to occupy* to the Studio Manager
- In signing this licence you agree to take on the studio for a period of 12 months. The licence will be renewed automatically every year.
- You should read the terms and conditions of your *licence to occupy* carefully. A standard sample copy is available at <http://www.magdalenroadstudios.com/legal-documents> but be aware it may differ slightly to your own licence.
- If after completing the first twelve months of occupation you wish to leave the studios a three months notice period is necessary.
- More information about the terms and conditions of your licence can be found on the website.
- There is also a code of conduct which has general rules of behaviour for occupying your studio (same link for both <http://www.magdalenroadstudios.com/legal-documents>)

Rent

- Monthly payment is by 'standing order' by third of each month (paid in advance).

Details of Magdalen Road Studios bank account:

The Co-operative Bank, Community Direct Account

Account name: Magdalen Road Studios

Sort code: 08-92-99

Account Number: 69084342

If you wish to leave the studios before the end of your first year the full 12 month rent must be paid unless a suitable replacement artist can be found.

- Rents rise in line with inflation and are calculated using the consumer price index as of 5th April each year. Circumstances may necessitate a decision to raise studio rents by a further amount, e.g. to pay for necessary repairs to studio facilities or to comply with changes in legislation. The decision to do so would be made by the Magdalen Road Studio Trustees in consultation with studio members.
- If you are having difficulty covering your rent, please inform the Studio Manager as soon as possible. An arrangement can be made to pay any arrears in 3 monthly instalments.
- Building insurance is part of the annual rent, there is no content

insurance and artists need make their own arrangements to insure their personal possessions.

- Public liability insurance is also part of the rent and enables us to invite members of the public to the studios for events, workshops, classes and open studios.

Your MRS Artists Web Profile

Your web profile is an important aspect of being an MRS artist.

Please ensure you send your information for this profile to the Studio Manager as soon as you can after joining the studios.

It should include the following information:

- Your name as you'd like it to appear on the site.
- Complete titles of all your included artworks.
- A link to your own artist website if you have one.
- Any professional social media profile links such as Twitter, Facebook etc

Up to 5 artworks may be included on the website.

The profile should conform to the following:

- first name
- surname
- initial
- softitle eg. "Frida Kahlo My Own Reality"
- becomes frida kahlo-mor
- Use only lowercase letters or numbers and hyphens,
- without spaces, exactly as above If you have a double-barrelled surname
- please use a hyphen to separate the parts of the surname eg. bastien-lepage.
- If you have an apostrophe please use a hyphen instead eg. o-keefe.

Image technical specifications:

- No smaller than 1400px
- No greater than 1500px on the longest edge,
- RGB colour mode only - not CMYK,
- Saved as .jpg
- Use the best possible quality whilst not exceeding the maximum file size
- Maximum file size on disk must be no larger than 500kb

Studio Wi Fi

The Studios have Wifi access. It is a basic service and has limited capacity - basic email and web surfing but not streaming.

- Instructions to reset the wi-fi (will be added here)
- Please report more serious problems to the studio manager

USING THE BUILDING

Using Electricity

- All studio rents include electricity for general use. If you are likely to use electricity over and above the occasional use of an electric heater or laptop, i.e. a fridge or freezer or anything that requires permanent connection to the supply please discuss with the Studio Manager.
- The monthly charge for electricity is based on studio size and past usage. In cases of dispute, electricity use should be logged – lighting, heating & other uses. Submit this record in writing as evidence to the Studio Manager for further investigation.

Maintenance Issues

- The landlord is responsible for the upkeep of the building, i.e. the walls, roof and external drainage. If you have any concerns regarding this, e.g. a roof leak, in the first instance please contact the Studio Manager, after that please contact the landlord directly. The landlord is Phillip Williams on 07887-583171
- The Studio Manager inspects studios on a regular basis in order to identify any issues with the studio environment.
- Changing light bulbs and moveable fittings are the artists' responsibility.
- More information about your responsibilities regarding the upkeep of the building and any alterations you are allowed to make are to be found in the Studio Artists Handbook.

Keys and Security

Please ensure that the front door of Unit B and the Inner door at the top of the stairs of Unit D are always locked. Even if there are classes in Unit B ensure someone is on hand to greet new arrivals and to lock the door after arrival.

If you lose your key please inform the Studio Manager immediately, especially if this poses a security risk. A charge may be made for replacing the key.

Signing in when you work

Please sign in and out every time you visit the studios (date and time of arrival and departure) so that there is a record of who is in the building at any time (includes visitors to classes, but not to events held in the public space). This is important in case of emergency or if an evacuation of the building is necessary. The last person leaving can then ensure that all lights are out and the studios are properly locked. Sign in sheets (Unit D) and a blackboard (Unit B) are available for this purpose.

Car Parking

Parking in the limited number of spaces available is by permit only. Permits are available from the Studio Manager by permission of the landlord who checks cars on a regular basis and will wheel clamp without warning when necessary. Wherever possible please use alternative parking or transport and keep unloading to the minimum stay necessary.

Shared spaces and corridors

Please do not use public areas for storage. Items that cannot be stored in your studio should be removed not abandoned in corridors or public areas. From time to time clear up parties need to be organised and the cost of hiring a skip if needed is borne by artists.

CLEANING

Cleaning materials and other supplies like toilet rolls are not included in your rent.

Cleaning Rota

All artists participate in the cleaning rota which is available on site, the Studio Manager will provide you with an initial copy of the rota and discuss with you participation dates. A hardcopy will be on display in each kitchen and/or toilet.

When participating in the rota it is your responsibility to provide cleaning materials, products, cloths and any other equipment needed. Replacing the supply of toilet rolls is also your responsibility.

Use of Kitchens - both units

Please ensure you clear up after yourself. It is important that no food remains are left in the building for any length time and that any waste food is disposed of responsibly. The studios have no designated waste disposal facilities, so please take your rubbish home with you.

Make sure your personal supplies, cutlery and crockery are kept in your own

studios. If they are kept in the kitchen there is no guarantee that they will not be used by others.

Please replace any items in public use that you break.

Drains - a warning to the wise

Toilets: Please ensure that nothing more than toilet paper is flushed down the toilet. Please take home anything that might clog the drains this includes sanitary supplies. Large amounts of toilet paper flushed down the toilet at once may also cause problems.

Sinks: Please ensure that coffee grounds, fat and other organic waste, paint, glue, clay residue, varnish, turpentine, liquid plaster or anything other than free flowing non viscous material is disposed of safely elsewhere and ***never down the sink.***

EXHIBITION SPACE

The Magdalen Road Art Space (MAS), an exhibition/workshop/event area plays a key part in fulfilling the charity's objective of promoting the visual arts to the general public. It creates opportunities for the public to participate in the life of the studios and understand more about contemporary art practice. Studio artists benefit from the space and participation in the annual programme of events and workshops.

Access to the space is available to all studio artists on application. Associate artists or any Oxford artist may also apply and with the agreement of the management group use for exhibition, short term project space, individual or collaborative project/exhibition space. Full information will be available in the Studio Handbook*

Any profit from workshops, events and exhibitions will contribute to the development of the studios, new resources, maintenance of the building, and potentially help keep rents reasonable.

**Clear criteria, guidelines and procedure for the use of this space are being created by the artists interest group concerned. In due course a handbook will be published on the MRS website, and available to both those interested in using the space from within the studios and external candidates.*

STUDIO ARTISTS RESPONSIBILITIES

A general Code of Conduct will be given to you with this induction and is available online. <http://www.magdalenroadstudios.com/legal-documents>

Studio Artists are responsible for voting in new studio occupants and attend the AGM.

As an MRS Studio Artist, you are expected to:

- Use your studios on a regular, productive basis.
- Creatively contribute to the life of the studios.
- Be a positive, consistent presence in the studios.
- Engage with studio activities, fellow artists and the local Community.
- Build relationships which help sustain the studio profile.

This may include:

- Participating in and attending planned events whenever you can.
- Engaging with social media– retweeting, reposting or online discussion.
- Ensuring MRS knows your achievements and is able to publicly promote them.
- Raising the profile of the studios by crediting the contribution of the studios.
- Proposing new programme ideas.
- Promoting studio activities and events whenever possible.

Think about what particular skills you may be able to bring in support of the studios objective within what time and resource you have. You are encouraged to attend regular studio artists meetings and give time to activities that raise the profile of the studios and are part of fulfilling our charitable obligations and the studios survival. The benefits of participating although not always financial will benefit your personal and professional development.

Participating will:

- Strengthen and develop your own ideas and creativity.
- Help you become aware of and take advantage of new opportunities.
- Connect you with other like-minded artists with whom you can collaborate.

Further details of the ways artists can contribute to the life of the studios are to be found in the Studio Artists Handbook (when available).

The Artists Group: Open to all studio and associate artists, meets every two months and is chaired by a studio artist (currently a vacant position). This is the

main forum for discussion of studio issues and the best way of making your ideas known and getting to know other studio artists. For more information see the studio handbook.