



ARTIST

HANDBOOK



STUDIO
TWO
THREE

Studio Two Three is a community print studio and art space, founded in 2009 by four women. We believe in radical generosity, the power of community art production and storytelling and that community artists are integral to social and systemic change.

Studio Two Three provides 24/7 access because we trust our members. We are a place that runs off of trust and a culture of mutual aid. Members are part of a community and share resources, ideas, collaborate on projects, and trust one another.

OUR MISSION

We empower artists to make art and make change.

OUR VISION

We strive for a world in which the power of art is willingly and joyfully harnessed for personal, social and systemic change.

OUR DECLARATION

We the people of Studio Two Three affirm that:

1. We value the dignity and humanity of all people.
2. We are all artists, no matter how we work and what we make.
3. We trust ourselves, we trust each other, and we trust our process -- there are no failures, only lessons.
4. We are kind. The world is small -- our community is smaller.
5. We are all at once amateurs, professionals, students, and teachers.
6. We value sharing: space, tools, conversations, ideas, time, and energy.
7. We value stealing: processes, techniques, and inspiration. (But we don't take *other people's belongings*.)
8. We are creators working in a world that's precious and finite.
9. We make art with our hands. (Print, film, and letterpress are alive and well!)
10. We own what we make

STUDIO TWO THREE PROGRAMS

In addition to memberships, we offer classes, printing services, event rentals, artist residency and art-making partnerships with other organizations in our community.

CLASSES Our classes are affordable and welcoming to learners of all levels. As a member you get a 20% discount on classes with member code S23ARTISTS. If you'd like to teach a class, email kb@studiotwothree.org with your ideas.

INTERNSHIPS Our interns learn critical hands-on experience and resume-building skills by working in all aspects of S23's operations! In exchange, they receive studio usage during their internship. These folks keep the studio running smoothly - say hi and thanks when you see them!

STUDIO TWO THREE STORE Everything in our store is designed and printed in-house with lots of love. We also have ink, tape, paint markers and transparencies on hand for you to purchase if you need them.

FIELD TRIPS, TEAM BUILDING & CUSTOM EVENTS We offer field trips as well as custom workshops on-site or off site with our print truck, S23 To-Go.

PRIVATE EVENT RENTALS We offer our event space for rent to corporate groups, nonprofits, weddings and private parties.

GENERAL STUDIO INFORMATION

MEMBER SUPPLIES & MUTUAL AID There is a member shelf in the back of the studio for mail and mutual aid items. Take what you need, leave what you can.

WIFI

Front of Studio Side: StudioTwoThree Password: 8042547302

Back of Studio Side & Event Space: Studio23Gallery Password: #printrva

IN CASE OF EMERGENCY We believe in community care and harm reduction. Here are some resources to call in case of emergency:

Facility Issues (water leaks, etc): Call/text Ashley Hawkins 804.333.5508

Fire: Call Fire Station #10 (804) 646-1293

Mental Health Support: Richmond Behavioral Health Crisis Hotline 804.819.4100

Support for Drug Users: Richmond Harm Reduction 804.358.6140

PARKING We have off-street parking in parking lots beside & behind the studio and bike racks in front of the building.

PAYING YOUR MEMBERSHIP FEES Membership fees are charged to your card on file on the 1st of each month through Square

Invoicing.

PRIVATE EVENTS During private events, please use the back doors to move between sides of the studio

COMPUTERS & PRINTERS We have laptops for check out with MS Office & Adobe Creative Cloud. To print wirelessly on the Brother laser printer, make sure your computer is on the Studio23Gallery network (password #printrva).

SCREEN & PRINT STORAGE Please label your screens with your name on all sides & re-rack them in your storage cubby when they are dry. If you do not re-rack your screens, interns may put them back for you so look in your cubby if screens weren't where you last left them. Drying rack and screen storage space is limited, so please remove prints within 24 hours of printing so that others may use them. If you're missing a print, look in flat file #20!

STAFF CONTACT

We are a small staff - please let us know if you have questions, concerns, needs and we will do everything in our power to help you. Your input helps us make Studio Two Three an even better resource for artists and the arts community - thank you!

KB Brown, *Studio Manager*, kb@studiotwothree.org, they/them

Kate Fowler, *Development Director*, kate@studiotwothree.org, she/her

Ashley Hawkins, *Executive Director*, ashley@studiotwothree.org, she/her

KEEPING IN TOUCH

We send regular emails letting you know about opportunities, classes & events at the studio. You can also keep in touch through:

- studiotwothree.org/member: Sign up for studio time and find other member resources
 - [@s23members](#): our members Instagram page
 - [@studiotwothree](#): our public Instagram & Facebook
 - **804.254.7302**: the phone!
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PERKS OF MEMBERSHIP

As a studio artist member, you receive:

- a 20% discount on classes. Use promo code S23ARTISTS
 - a 15% discount on Studio Two Three items in the Studio Two Three store.
 - 25% discount at Plaza Artist Materials on applicable products.
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GENERAL SUPPLIES YOU SHOULD BRING

- Masking/packaging/Scotch tape
 - Emulsion
 - Screens, plates, blocks
 - Inks for printing
 - Paper for prints
 - Film
 - Photo paper
 - Positives for exposing screens
 - Drawing materials
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CLEANING & LOCKING UP

- Wipe down all surfaces, return all supplies & personal items to their locations
- Take out full trash to either the blue or green dumpster behind the building
- Do your own dishes
- Label your food with name and date; food older than 1 week will be tossed
- Blanchard's is lovely and donates coffee - make a pot and enjoy!
- Dispose of cigarette butts in the yellow cigarette disposal units outside
- Lights and fans off
- All electrical tools unplugged
- Faucets turned off in all sinks at spigot in washout room
- Your personal dishes washed and put away
- Lights off if you are the last to leave
- Garage doors secured and locked
- Don't lock the deadbolt on the front studio door, it has a magnet lock and will lock on its own