

**New York  
needs artists.**

**Artists  
need space.**

**ChaShaMa**

**Proctor Handbook**



## **Welcome to the Chashama Proctor Program!**

**We thank you for working with us to make our studios an inspiring and friendly environment for artistic creation, community gatherings and cultural exchange.**

**As a proctor, you will be a guide for the studios artists, an exemplary member of the studio community, and an on-site representative of Chashama. You help keep the studios a safe and congenial place for the artists to work.**

**In exchange for performing the list of proctor duties listed below, Chashama will grant you the free or discounted use of a studio of Chashama's choosing.**

**Sincerely,  
The Chashama Staff**

# Important Contacts

## Programming Department

Marc Dale • 212-391-8151 x 46 • dale@chashama.org

Dylan Musler • 212-391-8151 x 41 • dylan@chashama.org

Hazel Santino • 212-391-8151 x 27 • hazel@chashama.org

## Operations/ Facilities Department

Colby Cannon Welsh • 212-391-8151 x23 • colby@chashama.org

Adrian Lee • 212-391-8151 x 45 • adrian@chashama.org

## Chashama Office

212-391-8151

In case of emergency, also e-mail : urgent@chashama.org

All building emergencies should be immediately reported to the 24-hour main security desk at 718-492-2191 or 718-630-2429

## Chashama “Chain of Command”

The Proctor has the responsibility and freedom to suggest ideas to Chashama management. Policy is set, and decisions are made, by the paid Chashama management, not by Proctors. The Proctor does have the authority and responsibility to enforce points of the artists' license agreement and as outlined in the artist handbook. More specifics about this will be discussed at the Proctor Orientation for each facility.

Questions and **problems pertaining to artists** should be related to Chashama's Program Department.

In the case of a **physical problem** with a studio or the building in general, the proctor should e-mail facilities@Chashama.org or call the Facilities Manager from the Operations Department at (212) 391-8151 x23



## Proctor Duties

**Proctors will be required to set “office hours,” a regular schedule of a minimum of 3 hours every week. The hours can be flexible but the information should be posted in a common area of the studios at the beginning of each week if they change.**

**You may have to work an additional 7 hours/week, depending on weekly circumstances. Special events may require a larger time commitment.**

**In exchange for this work you will be allotted a studio space for free or reduced rate.**

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## Maintain Oversight of Facility

Coordinate with Chashama staff to let in vendors to perform repairs/maintenance to the space. Report any issues or questions that have arisen from the work. Proctors will be responsible for monitoring safety and fire hazards, and implementing emergency plans. They will also be alert to trash, ensuring artists remove their debris.

- Ensure that all doors between the studios and the outside world are closed and locked at all times
- Must have visual recognition of all Chashama staff.
- Report any illegal activities.
- Must know location[s] of water valves, heaters/furnaces, electrical breakers, fire extinguishers, and emergency exits and how to use them in case of an emergency.

## Monitor Use of Electricity

- Turning off lights in unused areas
- Checking for the use of proper bulbs and fixtures in individual studios and common areas
- Checking for the use of unapproved equipment/ appliances/ tools
- Identify and replace burnt out light bulbs / tubes.

## Monitor Overall Cleanliness of Studio

- Bathrooms / Common spaces / Refrigerator
- Check to see that all flammable materials are properly stored.
- Ensure studios are “clutter” free, and that boxes, storage, and personal items are not located in public spaces/hallways.
- Monitor artists for proper use & storage of chemicals, solvents and other hazardous materials, on a weekly basis.
- Be able to observe and correct safety issues: trip points, unsafe storage, etc.
- Ensure that every studio is operating within the rules established by Chashama by conducting weekly walk-throughs of the studios.



# Re-Stocking

Monitor use of common equipment and supplies, and report to main office when re-orders are needed. For all supplies, please give Chashama staff five (5) days notice when items need to be replenished. These include but are not limited to:

- Light bulbs
- Toilet paper
- Trash bags
- Hand soap
- Monitor the studio garbage, letting the office know of any artist throwing away large amounts of materials, improper disposal of flammable and electronic materials, or household wastes.
- Regularly check the first aid kit(s) within the space and let Chashama staff know when items need to be replenished.

# Assisting Artists

Be familiar with all the rules and regulations of the studios program (agreement and handbook) and also keep aware of any changes to the rules and regulations of the studio. Keep a hard copy of the artist handbook and agreement in your studio at all times for reference.

- Clearly communicate the rules and regulations with artists, and offer solutions – or refer to Chashama – for issues that arise.
- Being the first contact for all artists. Proctors are the go-to people for all needs, requests, suggestions and complaints. They are one of the primary interfaces between the artists and Chashama.

# Communication

Proctor needs to be able to communicate clearly, accurately, and approachably to artists and Chashama staff

- All studio issues need to be reported to the Chashama office immediately.
- If anyone from the building management office or field staff gives you information on any changes in the building, promptly communicate this to Property Manager of Chashama's Operations Department.
- Keep an updated list of the artists' email addresses to out emergency notices or general updates regarding the space as needed.
- Document all issues and artist infractions via email
- Communicate the needs and requirements of the building to the artists – how to turn on the lights, how to lock up, filling in the sign-in/sign-out sheets, garbage storage and removal, food garbage vs. commercial garbage separation, storage issues and access.
- Being mindful of the artists' contracts, remind artists about the rules when they are being violated, and the consequences of failure to comply ranging from Chashama's loss of the space; theft, damage or destruction; inconvenience to other artists; expulsion of the artist; etc.
- Remind artists that communal property must be returned to proper spaces after use– brooms, ladders, etc.
- Remind artists that sinks and restrooms should be left in good order.
- Must query all unattended strangers who enter the building. After the Proctor has made a clear introduction of her/his position within the Chashama organization, Proctor has the authority to escort individuals out of the building if he/she feels it is necessary, or contact building Management and/or the authorities.

# Qualifications

**Proctors are selected based upon a number of criteria. If at any point during your proctorship your ability to do any of the following changes, it is your responsibility to let Chashama know so we can make modifications to the proctors as necessary.**

- Ability to follow all the rules and regulations of the Studio Artist Agreement and Artists' Handbook, and explain them to other artists.
- Ability to prioritize needs – of the proctor's own work, the needs of other artists, and the requests of Chashama, and by default, the landlord.
- Proctors should be “handy” with the ability to help maintain and/or improve the spaces, and to identify when more expertise is warranted.

## Basic skills needed:

- Ability to use a tall ladder
- Ability to push a heavy container of trash into the elevator and to the loading dock.
- Ability and willingness to use a toilet plunger
- Proper use, care and maintenance of mops
- Perform light cleaning
- Willingness to learn new skills as needed.
- Experience as a working artist, and familiarity with communal work spaces.

## Helpful, but not mandatory:

- Carpentry – the ability to use tools
- Electrical knowledge
- Plumbing
- Painting walls and floors

# Warnings, Penalties, Duration

The Studio Proctorship is a month to month agreement between the proctor and Chashama and can be terminated at any time with 30 days notice by either party. If complaints about the proctors arises from the artists, the proctor will be notified by a phone call and in writing by the Program Director about the issue[s] and will be requested to respond to the issue in the form of a written report, followed by an in person meeting with the Programming Department.

A Proctor will be warned twice about the failure to execute his/her responsibilities. Each warning will result in a 30-day probationary period. Infractions during this period will immediately terminate the proctorship. If a third failure occurs, Proctor will be removed from his/her proctorship.

A Proctorship can be immediately terminated for unsafe practices, disregarding rules and regulations as outlined in the studio License Agreement and Artist Handbook, or failure to report incidents.

# Chashama Proctor Application 2018

**We are seeking Proctors for Chashama studio spaces.  
Experience as a working artist, and familiarity with communal  
work spaces are a plus.**

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Please mark those that apply to you.**

**I'm able to:**

- \_\_\_ use a tall ladder
- \_\_\_ to push a heavy container of trash into the elevator and to the loading dock.
- \_\_\_ to use a toilet plunger, and I'm willing to use it too!
- \_\_\_ use and care/ perform maintenance on a mop
- \_\_\_ learn new skills as needed
- \_\_\_ talk to artists about issues that may arise at the studios
- \_\_\_ facilitate communication (and perhaps a resolution) between two artists who are in conflict

**I am willing to:**

- \_\_\_ move to a different studio
- \_\_\_ move to a different studio building
- \_\_\_ pay a portion of a studio fee in order to have a bigger studio/ one with sunlight.

**I have the following skills:**

- |                                    |                 |            |           |
|------------------------------------|-----------------|------------|-----------|
| • Carpentry                        | Proficient_____ | Basic_____ | None_____ |
| • Electrical                       | Proficient_____ | Basic_____ | None_____ |
| • Plumbing                         | Proficient_____ | Basic_____ | None_____ |
| • Communication                    | Proficient_____ | Basic_____ | None_____ |
| • Safety Awareness                 | Proficient_____ | Basic_____ | None_____ |
| • First AID                        | Proficient_____ | Basic_____ | None_____ |
| • Community Relations              | Proficient_____ | Basic_____ | None_____ |
| • Wall, floor and ceiling painting | Proficient_____ | Basic_____ | None_____ |

## Availability

Current employment: \_\_\_\_\_

Average number of hours you're at the studios now: \_\_\_\_\_

Will your current employment be affected by your Chashama proctoring Yes \_\_\_\_ No \_\_\_\_

If so, how? \_\_\_\_\_

What hours/days of the week are you available to be at the studios on a regular basis? \_\_\_\_\_

How might this change if you are selected to be a proctor? \_\_\_\_\_

## Terms of Agreement

The Proctor position is month to month position.

Chashama does not accept applicants who are not residents of the US and/or applicants who do not have a valid work visa. Artists must have a Social Security number.

### Please mark which applies:

I am a US Citizen \_\_\_\_ I have US Residency status \_\_\_\_ I have a valid work visa \_\_\_\_

The information I'm providing in this application is complete and true to the best of my knowledge.

At this time, I recognize the existence of the following gaps in my knowledge about myself, my schedule, and/or my abilities:

\_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date \_\_\_\_\_