



Osage Arts Community Artist Handbook

Created in May of 2006

Updated December 30, 2016

Updated October 13, 2019

Artist's Name: _____

Signature: _____

Date: _____

Your signature here means you have read, acknowledged and will abide by all rules of the OAC Artists Handbook and other referenced policy documents while in residence. Failure to sign this means you choose to not abide by these rules, do not want to participate in the OAC Artist in residence program and will not be /no longer be entitled to the rights and privileges set forth in this document.



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Welcome to the Osage Arts Community, Artist in Residence Program. We are delighted that you have been accepted to partake in this experience. You have been selected by a panel of your peers and the OAC Board, who, collectively, reviewed many applications from across the nation. They have found your work of high quality and selected you as one of a few who will be in residence this season.

Congratulations!

We hope you will use your time at OAC to your best possible advantage. Your time is your own to do as you please. This program is designed to be largely self-driven; you get out of it largely what you put into it. We ask that you follow the few basic rules we have established, and share with your fellow artists in creating a cooperative and productive session. We are here to assist you with your needs; however, we also have other responsibilities. We hope you will respect these obligations and allow us to attend to them.

The following materials constitute our artist handbook. In it you will find a great deal of information about the Program including its history, board biographies, emergency numbers and procedures, and information you will need for daily life on the farm. Each artist goes through an orientation and much of the material in this manual is described at length, but please read through it thoroughly as there are many things you need to know beforehand. If you are unsure of any part of this information, please ask any of the board. We encourage you to keep this manual with you for reference throughout your stay.

Again, we welcome you to what we humbly believe may prove to be the most productive time in your artistic career. We certainly hope so and will do all that we can to make it as fruitful as possible. Above all else, we hope you benefit from this extraordinary opportunity.

Sincerely,

Mark McClane
Executive Director
Osage Arts Community

Osage Arts Community History

There was a group of four that had the idea of creating a place in the middle of America that would allow artists to create and share art with the community and this place is called the Osage Arts Community.

OAC is an idea realized by a few close friends who wanted to create an environment in their regional community that would support the arts. A place they could live and also give back to a community they call home. Since the group moved to the farm in Spring of 2004, time has been spent getting used to a rural American environment and planning for the future. Initially there were three living structures on the property that were all in need of repair. These repairs have largely been done, but maintenance is never ending. For example, a road to all the primary structures has been



upgraded, ongoing additions to the 6,000 sq. ft. shop, and grooming of the grounds has been a concentrated effort by the group.

This group of four are people just like you with only the skills and resources of any citizen of these United States, but their special gift was that they are also dreamers who act on those dreams. We all have heard the daydreams, “Wouldn’t it be nice to have a place where artists can go to create and just be able to watch them in their studios do what they do? Wouldn’t it be great to be a part of something like that?” For most, an idea like this is just a fleeting thought left for big corporations, state or federal government, or some wealthy philanthropic individual with the resources to create this special place. Osage Arts Community is an example of a place where a group of people with no significant wealth or political influence can think of an idea, trust this vision, and nurture it into realization.

We live in a time where everyday people are consumed by fear and despair. Our government is indirectly asking each individual to take responsibility for the social welfare of their communities as they implement sweeping reductions in government programs. State and federal arts and education programs that have historically proven themselves to benefit our country and communities are being reduced to the point of providing little social impact or are being eliminated completely. Because of this, individuals have become motivated to think of unique ways to continue to provide creative educational opportunities at the grass root level to their communities. It is from this thinking that ordinary people begin to act on their dreams and create extraordinary things.

This group of four has grown into an amazing number of individuals who have also had similar dreams and now have a place to support a common effort. We have all asked ourselves the question of how we can contribute to our communities, how can we make a difference in the lives of our family and friends, and how can we help others to follow their dreams? The Osage Arts Community is a place where people create both community, and art; it is one of those unique places where dreams happen.

OAC Program Individuals and Board

Mark McClane, Executive Director

Mark oversees all administrative and day to day operations of the OAC. He served 35 years working in a variety of industries from health care management to the Arts. In 1994 Mark transitioned from a fourteen-year professional career as a Radiologic Specials Procedures Technologist at Washington University in St. Louis, Missouri. Following this, Mark worked in many Bay Area nonprofit organizations, including the Fine Arts Museums of San Francisco, San Francisco Museum of Modern Art, San Jose Museum of Art, Yerba Buena Center for the Arts, Richmond Art Center, and Palo Alto Art Center. Mark served as a volunteer; docent; intern; consultant; educator; preparator; and manager. In addition to currently holding a board position with the Osage Arts Community, Mark has held executive board positions for the Blue Room Gallery as a founding member, Cultural Connections an organization of professional educators and served as their web master on the technology committee. He has a graduate degree from the University of San Francisco in Education, and has completed a graduate certificate in Museum Studies in Public Programming and Art Administration from John F. Kennedy University.

John “Tony” Hayden, Executive Secretary



Osage Arts Community

Tony oversees all record keeping, documentation for OAC, Board logistics and whatever else which is needed. For more than thirty years, Tony has held senior management positions at Biotech firms in California. He has 20+ years of program and project management experience in running small to global-scale projects, and he is currently a Principal Consultant for Clarity Insights. Tony holds the following academic credentials; EMBA, Executive MBA Program May 1994, Washington University, St. Louis; MS, Analytical Molecular Biochemistry 1985, University of Missouri, Columbia; BA, Biology, BA Chemistry and an Associates degree in Sociology from Drake University 1983, Des Moines. Tony's feelings on the property are, "I had a picture in my head since I was 12 and when I first saw the property, I knew that the dream and reality had finally converged. This is a place for people, plants, and other things to grow and flourish. It's a place we can pass to the next generation."

Tim Hayden, Treasurer

Tim is responsible for recording of all financial operations and fiduciary oversight for the organization. Tim is currently exploring his career options but most recently was the Senior Vice President in the Administration department of Summit Strategies, Inc. located in St. Louis, Missouri. Summit is an institutional investment consultant. In this role he coordinated all business-related aspects of Summit. In addition to overseeing the Administrative areas, he has responsibility for all financial reporting, S.E.C. regulatory compliance, and the financial aspects of our client relationships. Tim is a CPA with a BSBA from the University of Missouri-St. Louis. He has over 20+ years of experience with a public accounting firm working with the auditing and tax aspects of not-for-profit organizations, public and private corporations, and employee benefit plans. Tim was also the Treasurer for St. Louis Area Foodbank, Inc. a 501(c)(3) organization in St. Louis, Missouri. Foodbank is a food distribution center for organizations that feed hungry people in 14 counties in eastern Missouri and 12 counties in southwestern Illinois. Foodbank distributes nearly 12.6 million pounds of food each year to more than 450 food pantries, homeless shelters, soup kitchens, and emergency-feeding programs.

The OAC Board is currently looking to expand its current roster and is actively cultivating other members of our community.

OAC Program Information

OAC appeals specifically to those individuals who wish to take responsibility for themselves while they focus on their artistic work and creative development. While at OAC, residents make up a small community, one that depends upon the respect and good intentions of all to make it work. The following guidelines and general information will help you keep in mind your responsibilities and resources when making your decision to accept a residency award at OAC.

Arrival

Accepting a residency means a commitment to arriving on the first day and staying through the last day of the residency award. Please contact Mark McClane to inform him of all travel arrangements and changes as soon as possible. OAC can pick you up / drop you off at local airports, train or bus stations close to our facility (St. Louis, Columbia, Jefferson City MO) .

OAC is 90 miles and a 2 hour drive from St. Louis, Missouri, or 200 miles and a 3 ½ hour drive from Kansas City, Missouri. We prefer that you make travel arrangements through St. Louis, Jefferson City or Rolla, Missouri.



Orientation

Upon arrival, you will meet the Director and other residents and have an introductory tour of the facilities. That evening or soon after you will have an opportunity to relax and become better acquainted with other artists in residence or in fellowship.

A day or two after you arrive, you will also receive additional information about OAC, the residency program, and the immediate area to ensure that you will have a productive and peaceful time with us. The Director will review important areas of the Artist Handbook that you will receive and read before you arrive at OAC.

Mark McClane is the artist's primary contact, Executive Director and on-site coordinator while in residence. He can be reached 24/7 at the 90 Eagle Lane house, on his cell at 949.296.5640, at msmcclane@osageac.org, or via Facebook IM.

Tony Hayden is on-site but travels during the work week, but he can be contacted at 949.296.5639, by email at haydenta@osageac.org or by text.

Resident Usage Policy

OAC accepts requests from individuals who demonstrate in their application shared values with the mission of the Osage Arts Community

Non-Discrimination Policy

Persons served by OAC shall be selected entirely on a nondiscriminatory basis with respect to disability, ethnicity, familial status, national origin, political affiliation, race, religion, sex, sexual orientation, gender identification, veteran's status, and all other categories providing nondiscriminatory treatment by law, statute, or ordinance.

Harassment of any kind is not tolerated while at OAC. Our harassment policy is detailed in the documentation package you have received. Any harassment or creation/nurturing of a hostile environment will result in a variety of actions by OAC up to and including being asked to leave the program with very short notice and revocation of all housing, board and premise use.

If you feel you have been harassed, it is your responsibility to inform a member of the board or email ombudsman@osageac.org to report any violation of this policy so that we may investigate and resolve the situation.

OAC Residency Outcomes

A successful residency at OAC should not be measured entirely by the amount of creative work generated, but things that we believe represent what is most undervalued in society but are essential to all: a healthy spirit, a healthy body and mind, and a renewed sense of being commitment to one's self that all these essentials are paramount to a life of value and self-worth.

We at OAC strive to create an environment that facilitates wellness. We believe that wellness is the foundation for creativity and the celebration of the whole person. This being said, the unofficial outcomes or encouraged goals for all resident artists are as follows:



To be healthy: Our desire is for artists to focus on their health; health of body, health of soul, health of spirit, and health of the environment that you live in. We encourage you to eat well while at OAC, challenge yourself to experiment with healthy choices when eating and cooking. Learn a new way to eat, to prepare foods that you enjoy, or revisit healthy habits that where over run or took too long to prepare.

Eat, cook, learn to cook, rest, sleep, nap, mediate, pray, yoga, revisit your spirit or introduce yourself to your spirit, listen to your body, begin again to take care of yourself and be safe during this journey. Rest upon arrival, let your spirituality come to you and experience you, and attend to your soul.

To honor your creative process; your studio work, preparation, your skills, and your artful self. Challenge your skills, techniques, revisit your studio process. Challenge yourself to improve and re-explore what is known and the unknown of your studio and process. Explore the community, the farm, nature, and experience the outdoors and the mid-west. You will get out of your time here largely what you put into it. We are here to help support you, however you need to take responsibility for your artistic journey.

Prepare for tomorrow: when you return to the world, question yourself - what does tomorrow look like to you, what do you need to do to get where you need to be when you return? Do you need a certain amount of paintings completed, do you need a new agent, do you need a marketing strategy, or are you all right and just need to be focused on a few important choices that will change everything?

There is no particular sequence to or importance of these outcomes. This residency is part of your life now and when you are in a creative environment, order is not always necessary. These outcomes will all become fluid and that is our intention. Our desire is that all our residents challenge themselves to engage this experience to the fullest, so for example while taking a nap on a Tuesday afternoon after a long night in the studio you could wake up and have an idea to rework that pie recipe, or have a title for the art opening that you and your gallerist have been struggling with when you complete the body of work you are working on in the studio, or be reminded that tomorrow night will be the meteor shower that you wanted to see. These are all typical experiences, thoughts, desires, activities at OAC. They will be fluid and out of sequence and that is what is important; to experience the new and revisit the familiar, challenge the old and engage the unknown, and prepare for the horizon and opportunities that you create here for when you return to the real world back where you call home.

These are the outcomes we encourage each artist to challenge themselves to work through. We realize that coming to OAC is a commitment from each of you, but we also know that it has the possibility to change your life, because you decided to challenge your life and change. OAC is an organization of opportunity, opportunity to create programming that encourages talented peoples to create, and you have the opportunity to change yourself and the world through your craft.

Comfort and Convenience:

OAC offers the best of both worlds: a pristine rural location that allows time for reflection, creativity, and reconnecting with nature. OAC is equipped with most services or amenities you might need during your stay. We like to keep traffic to a minimum, so please try to bring all the necessary supplies for your stay. However, we realize it is often hard to



anticipate needs when creativity strikes. Listed below are directions to the major shopping areas, as well as a couple of items of interest. Please ask Mark about specific needs.

Some OAC facilities (located on “the farm” and known as the Garage Studio, The Residence, Studio 89, The Shop) are located about 10 miles from downtown Belle. While we expect you will spend most of your time in and around your studio, if you have any questions about the area and activities happening during your stay, please feel free to ask an on-site OAC board member. We will try to post current activities and upcoming events of interest. Join the OAC text ring and feel free to ask anyone in residence to help you out.

Transportation

A board member will provide transportation for residents who choose to give community presentations through OAC’s programs. Although participation in these programs are not expected of residents during their stay, interaction with the community is graciously encouraged.

On request and on various days trips to local shopping areas that have resources for artists - such as building supplies, hardware stores, etc. can be arranged. Mail services are reliable here so you can order things on-line and have them sent to the farm for pickup. If you ask a board member to pick something up for you, then you must provide them with the money in advance.

Residents who wish to explore the region or must leave OAC facilities frequently are encouraged to rent or bring their own vehicles. The program’s limited staff does not allow for chauffeur services. We encourage you to partake in the program’s offerings and remain on site during your residency and do your sightseeing either before or after your session. Residents who hope to see a great deal of the area are encouraged to drive their own vehicle.

Car rental through *Enterprise* at 1501 Bishop Avenue, Rolla, Missouri, 573.341.9946 or enterprise.com

An OAC vehicle may be used for picking up supplies and making deliveries. You are fully responsible for the vehicle, insurance and fuel consumption while it is in your possession.

OAC’s vehicles are not available for the purpose of leaving Missouri. If you are returning a vehicle and the fuel is low, then please notify an on-site coordinator.

Bicycles are available for residents to use on the roads and trails. They are located in the shop, but please check the tires, seats, chains, and brakes before you go on an outing and please treat them kindly.

Facilities and Grounds

We are very excited about the renovation and improvements of the artist residence and other structures on the farm and in Belle, MO. While we will notify resident artists prior when possible, be aware that people who are not residents may be on the premises and possibly a little construction noise for ongoing upgrades and general construction may happen during your stay.

Please understand our need for these improvements and be patient with our little inconveniences.



If you love to walk, the pastures and trails at the farm are wonderful. Please bring needed clothing, insect repellent and equipment to enjoy these elements of the farm. Our grounds connect several miles of roads and trails. Please only walk on the pathways, trails, or roads. These guidelines help to preserve this beautiful, untouched land for the future.

Resident Policies

Accommodations

Accommodations at OAC are limited to selected individual resident artists only. No accommodations for spouses, children, friends, or pets are available without prior approval. Spouse, partner, family or friends who are in the area for brief visits can be accommodated overnight at the facility, but this needs to be coordinated through Mark before confirmation of plans. The closest guest facilities are in Belle, Linn and Owensville. The Settle Inn in Linn can be contacted at 573-897-9903 www.settleinn.com/linn-mo-settle-inn or Owensville Motor Inn can also be contacted at 573-437-2161.

NOTE: The amount of time which you are in residence is a negotiation between the on-site director and you. It is driven by your artist plan and can be changed as your project(s) evolve. **Nothing in any verbal agreement is binding or construed to be valid – all agreements must be in writing.** Residencies can be up to a year in length, though most are 3-6 months depending on your artists plan, but nothing longer is supported unless you apply and are accepted into the OAC Fellowship program. You may return into residence based on a new project, time and space availability and by written agreement with the on-site director.

Day Guests

Day guests are generally limited at most to three people. Please notify the on-site coordinators of any guests that are invited, arrive at OAC, then when they leave the property. All guests need to sign release forms before hiking or participating in any events on the OAC property. Please be sure all guests are notified of this policy. Pets are not allowed to be brought by guests to OAC. It is important that you escort your guest(s), during their stay. We ask that you do not interfere with the work of your colleagues and respect their privacy. We cannot accommodate large groups of guests and still fulfill our mission as a private retreat for creative work. Arrangements for visiting guests must be made in advance with the on-site coordinators.

Animals

Resident artists are not allowed to bring or have pets during their residencies. Please know that there are various pets that live at OAC and its various facilities who are owned by the staff. The type and number change over time. If you have allergies to pets please notify us of your condition prior to your arrival.

In addition, we raise chickens for fresh eggs, as well as hogs and cows to stock the residents' kitchen.

We share the environment with insects, reptiles, and a variety of mammals. On occasion someone squashes a large spider. There are various types of lizards that typically reside around rocks, and decks. There are flies, mosquitoes, ticks, beetles, bugs, termites, and ants, but seldom in insufferable numbers. Many birds, large and small, make the farm their home. At dusk, bats fly out from the darker trees and sometimes into the house. Rarely, a snake slithers out of the



forests surrounding the farm. A large herd of deer reside on the farm with countless raccoons, possums, foxes, and field mice. The river that borders the farm contains bass, blue gill, and catfish.

Common Areas

The common areas consist of the shop, the residence living, dining, kitchen areas, bathrooms, the deck at the river house, the Art Center and the warehouse. Please keep stereo, computer, or other sounds to a minimum. Please respect the artist's need for space, privacy and silence. The kitchens can be used anytime; however, clean up after yourself and please keep noise down in respect for the artist in the area.

OAC hosts a number of necessary events in the common areas. We may invite guests such as potential donors or board members to dinner. We try to let you know when there will be others on the grounds through the schedule shared in a variety of formats which all artists have access to.

There will be lawn care, repair, and construction noise. Due to the amount of structures at OAC and the length of time OAC is open to artists, it is impossible to avoid all interruptions. We will try to warn you about out-of-the-ordinary occurrences.

Meals and Food

Residences are responsible for preparing their own meals. Most if not all of your food is provided with the exception of specialty items. All facilities have access to fully-equipped kitchens that includes; oven, cook top, refrigerator, freezer, microwave, toaster, coffee-maker, dishes, glassware, utensils, linens, and cookware. A barbeque pit is also available in a few areas. There are several grocery stores nearby, if needed.

Due to budgetary constraints we are not able to fulfill all special dietary needs. If your special needs or allergies are significant enough, then you may need to supply your own food.

If you wish to have alcohol, you will be responsible for providing your own. We serve beer, wine, and spirits upon occasion.

Kitchens

We hope that you enjoy the many conveniences provided such as microwave, refrigerator, freezer, etc. We expect that you will help one another in keeping it clean and in proper working order. We have come up with a few systems that will help you with this.

Please write your name and date on all special food that you purchase in the fridge and cabinets. Clean up immediately after yourself. **DO NOT** leave dishes in the sink. Clean the appliances such as the coffee maker after each use.

In spaces where there is a dishwasher, place your dirty dishes in the dishwasher. Please take notice if the dishwasher seems full and load it with soap and start the cycle. Please empty the dishwasher if you find it is full of clean dishes.



Well Water and Waste

The water used at the facilities on the farm comes entirely from ground wells and is filtered, it has lots of minerals aka is “hard water”. If you have allergies or health concerns please notify us of your condition prior to your arrival. On the farm, all the waste water is deposited in septic systems or a lagoon and caution is required for its usage. This primarily requires artists to only flush bodily waste and toilet paper. Disposal of all other materials, i.e., cleaning solvents, darkroom chemicals, etc. will need to be discussed with the on-site coordinators.

Clean Up

Please be aware that residents are responsible for the day-to-day housekeeping and upkeep of your room, bath, and studio. Vacuum, and other cleaning materials are available. Everyone is responsible for preparing and cleaning up after their own meals. Artists are asked to clean up their dishes and store leftovers. With everyone’s participation, the dishwasher (where available) is loaded after all meals and unloaded before the next meal without taking up too much of any one person’s time. Artists are asked to regularly return dishes from their rooms and studios to their kitchens.

Tasks

Each artist is asked to help the program maintain its cleanliness and may be assigned minor daily task. Sweeping the kitchen floors, closing the doors at night, and similar jobs are requested and help the on-site coordinators keep the facilities tidy, comfortable, and safe.

Mutually acceptable standards of cleanliness need to be maintained. Every pot or dish that is used must be washed and put away by someone; please do a fair share plus a bit more to ensure everyone’s peace of mind. If this is something you are not comfortable with, you may want to re-think your participation in this program.

Composting, Recycling, and Trash

Only organic waste is composed. Please be careful not to allow bottle caps, plastic, and other trash in the compost.

We do not recycle on the farm or in town at our facilities. There are no facilities within a thirty-minute drive of any or our facilities.

You are responsible for emptying the waste basket in your room, and in your studio, and bring this waste to the designated area before Sunday evening. If you are working on any projects in the shop you will also be responsible for cleaning up after yourself and bagging trash appropriately. An on-site coordinator will take collected trash out to highway D for pickup on Sunday evening from designated areas.

Cleaning

Each artist is responsible for cleaning his/her/they studio. Cleaning supplies are available for you when you need to clean your studio. Upon exit from the studio, on-site coordinator has a checklist they will go through with you in order to attend to each studio so it is ready for the next artist. You are required to return the studio to the same clean and ordered condition that it was in when you arrived.

Work Exchange Program

Artists who accept residencies will be required to participate in the Work Exchange Program.



OAC's Program requires 10 hours weekly assistance. The work is up to you and can be tailored to your skills, fit for work and interests. Please talk with the on-site coordinator when you arrive to set appropriate expectations. Work could include: general construction, carpentry, studio improvements, grounds and building maintenance, helping with the animals or garden, art gallery assistance, office work, website work, volunteering at another local non-profit or any special skills that the artist possess which help ongoing OAC operations.

Each artist is asked to select ways he or she can be involved with the local community. This could include spending time with students, teaching a master class, or giving a slide presentation, working in the bookstore or public library. These community contacts will be discussed with each artist prior to their residency in order to accommodate the skills, interests, and wishes of the resident.

If you are injured while in residence, report this to the on-site coordinator immediately so we can get you the appropriate care. In addition, each artists must have health insurance or ability to support there own healthcare. OAC does not provide healthcare or insurance.

Other types of work exchange include but are not limited to:

Art classes, workshops, and residencies for children and adults in a variety of studio disciplines such as painting and drawing, sculpture, ceramics, and printmaking in the community.

Participation in our public schools once a week for 60-90 minutes. Classes place an emphasis on artistic exploration and creative problem-solving in a variety of media. Residencies can be developed to integrate with core curriculum subjects such as art and science.

Hands-on Art Workshops, After School Programs, Summer Art Programs - The Artist-in-Residence provides 60-90 minute workshops which introduce students to a specific art process. This program introduces children and their families and friends to contemporary art through musical, theatrical, storytelling, or dance performances, plus hands-on art activities. Processes available for exploration include acrylic and watercolor painting, monotype and relief printmaking, drawing in charcoal, color pencil and pastel, cartooning, sculpture using mixed media, ceramics, and weaving.

Studio/Room Furnishings

Please ask the on-site coordinators for assistance before re-arranging or removing furniture and other items from your studio.

Items in need of repair/replacement or any unusual circumstances should be reported to the on-site coordinators as soon as possible. Delay's in reporting broken items leads to more expensive repairs which may become the responsibility of the artist.

Bedrooms

Bedrooms are private and are located near studios.



Linens/Towels

Bed linens and towels are provided. Extra pillows and blankets are also available upon request

Laundry

There is a washer, dryer, and detergent in various facilities for your complimentary use. There is also an iron and board. Artists are responsible for laundering their own sheets, towels, and personal laundry. Before departing please wash ALL of your bedding and towels, returning linen to your studios, and leave the towels folded as you found them when you arrived.

Clothing

Seasons in the Midwest can be quite varied in temperature and precipitation. Extreme changes may occur within the same day. Altitude guarantees a drop in temperature in the evening through early morning hours. Central Missouri's growing season is April 1st through October 31st. Snow may fall as late as April. Summers can be oppressively hot with high humidity.

Comfortable walking shoes are handy for hikes on the county roads around the farm and roaming the hills on the property. Remember when selecting footwear that the county roads may be quite muddy at times. All living spaces at OAC are comfortably warmed by heat and air conditioned according to the season, except for the shop and Warehouse, which has neither. The weather channel and www.weather.com may provide helpful information for planning your OAC wardrobe. Missouri is always casual to semi-casual, but bring what is comfortable. No formal attire is required at OAC.

Studio/Work Space

Studio/work space assignments will be coordinated with individual artists' needs and will be determined upon arrival on the basis of availability.

There are a large variety of living and studio spaces. Not all of them are described here.

In the main residence, there are five rooms with attached bathroom. Of these rooms there is the kitchen, the dining room, two bedrooms for two separate artists, and one 800 sq. ft. studio space. The ceiling in this studio space is a twelve-foot vaulted ceiling with a sink and hot water. There is good light, beautiful views, and studio walls upon which you can easily attach paper, canvas, and other art materials. There is an attic fan, heat, and air conditioning.

And, of course the 170 acre natural environment is your outdoor studio, along with the Gasconade River that runs along the property.

Sometimes an artist's dedicated workspace is his / her / they bedroom.

We have no soundproof studio space for musicians, so we ask them to work with headphones or in the vast outdoor space. We have plans for a darkroom, so photographers are limited in the work they can finalize at OAC. We have electric kilns. We have no specific rehearsal space for dance or theater.



Please realize that depending on the facility, we cannot guarantee the absolute tranquility that you may desire. The artists must respect the needs of each other. Also, birds, vehicles on the highway or streets, and the neighborhood dogs bark at strangers who pass on the street. We have limited control over the ambient sounds.

Artist Materials

Residents are urged to bring an adequate stock of art materials for their session. You are completely responsible for all your art supplies while at OAC. If you need a tool or piece of equipment on a continual basis, then you are expected to buy or bring your own. If you desire to ship materials and equipment prior to your arrival, UPS, FedEx, or US Post Office Ground are the most reliable carriers in the area and should be shipped to OAC's main address at 89 Eagle Lane, Belle, MO 65013.

Artwork

Any and all work created during your residency remains your property. The cost of shipping it to/from OAC is your responsibility. If a piece of work is sold while on exhibition or from your studio during the residency, then the proceeds are entirely yours as well as any sales tax responsibility. No artwork or personal property will be left at OAC upon your departure. If left it becomes property of OAC.

Artists will also be required to donate one piece of artwork, chosen jointly by the onsite director and the artist, given to OAC Inc. for its permanent collection.

Energy

Conservation of our utilities (gas, electric, water) is vital to the functioning of the program. A significant portion of our budget goes to lighting and heating the studios, and other OAC buildings. By using electricity efficiently, you can help make the program available to more artists. Turn off lights and the computer monitor when leaving the room. Keep the thermostat low or off. Make sure all doors and windows are shut before running air conditioning or heat. Please observe notes for thermostat settings at each location. You are each responsible for this, even if you are in shared spaces.

Due to old trees and high winds, OAC does infrequently experience power outages and/or downed trees. Please notify OAC on-site coordinator immediately if either or both of these situations occurs. Flashlights are located in the studios, and the other buildings.

Smoking

There is no smoking or vaping in the studios or in any OAC buildings. There is unlimited space to attend to this need outside of these buildings. **Please extinguish and dispose of all butts when finished** in a safe and ecologically friendly manner.

Candles

Feel free to burn candles during your stay, but remember **no fire should burn unattended**. Also, to preserve our furniture and floors, make sure candles are on candleholders or plates while burning.



Prohibited

We know this generally goes without saying, but theft, sexual overture or any kind of harassment, and behavior that highly disturbs, creates a hostile working or living environment or endangers other residents will not be tolerated and will result in your being asked to leave OAC immediately. If this occurs, resolution of the situation may result in various actions up to and including the termination of your residency and access to ALL OAC rights and services. Please reference our Harassment policy located in your documentation package.

The abuse of alcohol or drugs and distribution of illegal drugs is prohibited on the property. As stated above, violators will be asked to leave immediately with termination of ALL OAC rights and services.

Problems

In rare instances, problems between residents do arise. In that case, it is our strong preference that you deal with the issue directly and respectfully. If that fails, feel free to see the on-site coordinator for some problem-solving suggestions. If that fails, other members on the board are available to mediate a dispute between two people or to speak to a resident who is simply not following our rules. Remember, we are available to help you make the most of your time here, so do not hesitate to talk to us.

Outdoor Spaces

We encourage the full use of the outdoor space, but please be careful. Consult the on-site coordinators if and when you desire to venture off the trails. In this region of the country, property owners are extremely protective of their property and do not appreciate trespassers. This can be avoided with a simple discussion with any on-site coordinator to understand our neighbors needs and requests.

Directions to OAC

Visit the OAC website and click on *About Us* and then see *Directions*, or Google us at 89 Eagle Lane, Belle, Missouri 65013.

Exercise

Miles of county roads offer varies views of the foothills, adjoining farms, and mountains, or a brisk walk around town. The farm pasture and trails provide for hiking and exploring. Bicycles and helmets are available for residents to use on the farm roads and trails, or streets in town. There is also a treadmill, step-master, elliptical, free weights and modest universal weight set in the shop for your use.

Privacy

Artists privacy is respected. Bedrooms and studios are their private spaces and should not be violated under any circumstances, except in the case of emergency. There may be occasional visits from small groups or funding agencies to OAC, but these will be scheduled prior to these visits and coordinated with all resident artists.



Security

The main doors to all facilities have locks. OAC does not carry insurance on resident's personal property. We urge you to have such coverage, if you feel that you need it, as well as adequate health insurance. All work areas (studios, shop, etc.) are to remain locked when not occupied to ensure the safety of your property and supplies.

Photographs

To create a permanent record of the program, photographs are taken of the artists and their work while they are in residence. These are sometimes used in brochures, annual reports, newsletters, and grant applications to publicize the program and raise funds for operations.

Presentations

During our residency, we request that each artist share their work by giving an informal 30-minute presentation to their fellow residents. This will generally occur in your studio. In addition, we encourage artists to self-organize studio tours with each other.

Artist Journal

Please feel free to make contributions to the journal as often as you like. The Journal is located in the residence.

Communication

We strongly encourage you to bring a cell phone. The best carrier or service that has adequate reception in this area is ATT, other carriers have spotty or no service.

You may make emergency phone calls from the on-site coordinators residence.

Fax there are no fax services at OAC. In Belle, local businesses may have these services for a fee.

Copy A copy / printer machine is available at the farm and through an on-site coordinator.

Computer you are encouraged to bring your own computer or mobile computing device. While one or more may be available for use occasionally with the on-site coordinator, this is not encouraged.

Mail

Outgoing mail should be placed in the mailbox at the farm and is usually picked up around 10:30am. Residents' incoming mail will be distributed to central points or may be picked up on the farm. Stamps are available for sale from the post office in Belle. Please give the following address for mail delivery: **Osage Arts Community, c/o your name, 89 Eagle Lane, Belle, MO 65013**. NOTE: if you are living in town (Belle, MO), they do not deliver to any physical address – you can however rent a PO Box at the local post office.

Shipping It is best to ship items via UPS, Federal Express, or US Postal Ground.



Cash

ATM machines are available at few locations in town and at the primary grocery store in Belle. Very few if any local merchants will honor out of state checks, but for extended residency we encourage opening a bank account at a one of the three local banks as fees are low or extremely reasonable.

Site Works on OAC Land

Artists are encouraged to create temporary/permanent sculptures and installations on OAC property (owned or leased). Placing a piece on the land requires following prescribed guidelines. If you would like to install a work during your stay, please read the Program's Site-Specific Sculpture Collection Descriptions, Criteria and Policies, and Installation Request and Agreement forms in this manual and make arrangements with the Executive Director.

Problem Plants and Pests

Poison Oak: The property is covered with poison oak, which is easily identified if you are on the look-out for it. If you develop a rash after an outing, take it seriously. Poison oak can best be treated early. After a walk, wash exposed areas well and follow standard skin care. Always change clothes and wash item in hot water with ample detergent. There are various ointments in the first aid area if a rash breaks out. Please notify an on-site coordinator of your concerns. If you seem to be developing an allergic reaction you should see a doctor as soon as possible. The Belle Regional Clinic is a good clinic and is a good local health provider. If you stay on the road and on the paths, there is little danger of being exposed.

Ticks are a serious problem if you are not informed and careful. There are several types of ticks and the deer tick is the only one that carries that disease. Preventive measures include tucking your pants into your socks, wearing a hat under bushes and trees, and keeping arms and legs covered if you are in any brush. Check your body carefully after hiking. If you are concerned, you may have the tick checked (put it in glass bottle) at the Pest Control Center.

Rattle Snakes and Water Moccasins are seen on the OAC property from time to time during the hot summer months. If you encounter a snake, be sure to give it a wide berth and inform an on-site coordinator immediately. When walking in the grassy fields, or stepping over fallen logs and other hiding places be aware of where you are stepping and of your surroundings.

Do not startle or corner any wild animals. Let them know of your presence and they will generally avoid contact. Animals are a way of life in the country and we rarely have had more than an occasional problem with them. However, we feel it is important for you to be prepared.

Emergency and Safety Procedures

Our primary concern in the event of a fire is your safety. If a fire can be extinguished without you sustaining personal injury, please attend to it. If you have any doubts, then retreat to an assembly point, call the fire department, and remain at a safe distance.

Please Note: The use of candles is allowed but never leave them unattended.

In a fire emergency, meet and take action immediately.

Call 911 and tell the operator the following address and they will notify the Belle Volunteer Fire Department

Osage Arts Community, Inc.



Osage Arts Community

- If at the 'residence' give the address as 3341 Highway 'D', Belle, Missouri in Osage County, four miles north of highway 89 on the left side of the highway.
- If at the 'shop' give the address as 89 Eagle Lane, Belle, Missouri in Osage County, four miles north of highway 89, turn left at Eagle Lane onto a gravel road and then ½ mile down the road on the right.
- In-town properties each have their own addresses, please know your location

Garden Hoses

Use a garden hose on any type of fire trash, chemical, wood, etc but **NOT ELECTRICAL**.

Residence

- Under the deck next to the well head faucet

First Aid

First Aid kits are provided in the studios – please know where yours is. These are for emergencies only. If yours needs restocking, let the on-site coordinator know.

Smoke Detectors

All studios and OAC buildings are equipped with smoke detectors.

Hospitals and Medical Emergencies

There is a minimally equipped clinic in Belle. Serious health problems can only be addressed in Jefferson City, which is 45 miles away. In dire emergencies, the ambulance takes 30 minutes to arrive at the farm and another 45 minutes to arrive in Jefferson City. There is a helicopter or life flight for life threatening situations, but the cost would be assigned to the artists insurance.

To contact the **Life Flight Air Evacuation Life Team** helicopter service call

1.800.247.3822

They will ask for our location, give them the **Member #195641**, and they have our GPS information on file. The policy is under Mark McClane or Tony Hayden at 89 Eagle Lane, Belle, Missouri, in Osage County.

Pharmacies

There is one pharmacy in Belle. It does not have evening hours. OAC keeps very modest medical kits in the studios, with aspirin, Band-Aids, etc. We recommend that you bring any prescription drugs you may require from home.

Work Areas

All work areas (residence, studio, shop) are to remain locked when not in use and are equipped with the necessary safety gear, eye, and hearing protection. For all special equipment (respirators, welding clothes, sandblasting suit, etc.) please see an on-site coordinator.

Exercise extreme caution after hours, especially while using the shop tools or kilns. If you have a cell phone, please carry it with you when working in the shops by yourself after hours.



Safety Rules

Turn off all electrical appliances when not in use. While you are in your studio, all electrical appliances must be plugged into a power strip with surge protector. If one is not available, let the on-site coordinator know and we will get you one.

No cooking is allowed in the studios. To heat water for tea or coffee, use an electrical kettle (no open flames or hot plates) with automatic shut-off switch.

Extension cords must be relatively new, not homemade, or frayed, and have grounds which we will provide. Oily rags must be kept in a lidded metal containers.

All flammables must be stored in a closable metal container or in a fireproof metal cabinet, and the quantity of flammables materials in your studio should be kept to a minimum. Please properly dispose of any flammables you will not be using. If you have any questions, ask an on-site coordinator.

Label all containers.

Follow safety precautions of all materials or media used. You are responsible for the proper disposal of toxic materials off-site.

What to Bring?

- Specialized professional equipment
- Computer, printer and paper (see computer section)
- Typewriter
- General office supplies
- Art materials and supplies, tools, special paper, inks, etc.
- Art supply catalogs
- Kitchen supplies: Any specialty items you may require
- Personal toiletries
- Good hand and body lotion as well as lip balm for our dry climate
- Bug spray, ointment or gel – good for mosquitos or ticks
- Good walking and muck proof shoes / boots
- Shoes for walking/swimming in the river
- Good studio shoes for wooden and concrete floors
- Swimsuit or shorts and beach towel to swim in the river
- Comfortable, casual clothing
- Warm jacket, sweaters, long pants, warm hat, scarf and gloves (fall, winter)
- Radio/tape/CD player with headphones
- Camera and film
- Binoculars
- Postage stamps
- Address book



- Phone cards, cell phone – see cell service section

Questions?

Any questions about your application or the application process should be answered through the application process and the art selection committee. If you have other questions after you have been accepted about our facilities or policies before you arrive, please do not hesitate, phone or email us. We will be happy to assist you at 949.296.5640 or msmcclane@osageac.org.

Before Departing OAC

- Please refer to the cleaning checklist binder in your studio for housekeeping tasks to be completed before you leave.
- We would also greatly appreciate you taking the time now or within the next few weeks to answer the questions on our evaluation forms.
- Bag garbage, make sure it is tied tightly and take it to your garbage drop off point.
- Move everything in your studio and room back to its original place.
- Wipe, mop or vacuum your studios and living space.
- Return all OAC equipment to their appropriate homes.
- To have mail forwarded, please contact local post office for directions. If no forwarding address is left, we will attempt to notify you of incoming mail. However, if we can't get a hold of you, we will throw this mail away
- Write something poetic in the journal.
- An on-site coordinator will complete a final walk through with you of your studio and work area before your departure.

Upon Departure

We ask that you credit OAC for any work that you develop during your residency and that you include our logo in all printed matter, film credits, or electronic media. We will gladly provide you with the image of our logo on CD or via email.



Osage Arts Community Site-Specific Sculpture Collection Description, Criteria and Policies

Definitions and approval process

Permanent site sculpture

- Works created to have a life span greater than three years
- Works built both On and IN the landscape
- Works must be on OAC property
- Works must be under OAC ownership

Proposals for Permanent Site Sculptures will be accepted from artists who have been residents at OAC and other artists invited by the OAC Executive Board. Approval for the placement of a Permanent Site Sculpture must be received from:

- OAC Director
- Art Committee of the Executive Board
- Completion of an Installation Request & Agreement

Temporary site sculpture

Substantial sculpture

- Works created to have a life span of one month to three years (except works on extended loan)
- Work will be packed ON the landscape
- Works must be gifted to, or loaned to OAC by artist

Ephemeral works

- Works created to have a life span of one hour or one month to one year (length of residency)
- Performance pieces
- Resident work in progress

Approval for the placement of a Temporary Site Sculpture, whether Substantial or Ephemeral, must be received from:

- OAC Director, with concurrence from the
- Executive Board, and completion of the
- Installation Request & Agreement

Proposals for Temporary Site Sculpture will be accepted from OAC artist-in-residence, alumni, and invited artists through the Executive Director.



Sculpture Duration Guidelines

Permanent Site Sculpture * should have a life expectancy of at least three years with a minimal amount of maintenance. After three years, and periodically thereafter, Executive Board in consultation with the Art Committee will determine whether the condition of the work has deteriorated beyond its aesthetic or educational value. If so, the work may be removed from the property and/or destroyed.

* “Permanent” is used as a relative term, and it is expected that works built in the landscape will deteriorate in time and will eventually lose their aesthetic and educational value. The Program makes no guarantees about the longevity of a Permanent Site Sculpture.

Temporary Substantial Sculpture: Periodically, Executive Board will determine whether the condition of the work has retained its aesthetic or educational value. If so, the work may be removed from its site, returned to the artist, or destroyed if owned by OAC at the sole discretion of the Executive Board.

Temporary Ephemeral Works (TEW) are on display for as short as one hour to one year, and they are generally removed from site at the end of its specified period. Artists **MUST** agree to remove the works and return the landscape to its original state as a condition of approval. In some cases, TEW’s may be adjusted to the status of Temporary Substantial Sculpture upon approval of the Executive Director.

Criteria for Approval

Aesthetic Criteria

- High artistic caliber
- In keeping with the artist’s personal genre
- Strong relationship with the site
- Have an inherent endurance within its conceptual framework

Practical Criteria

- Capable of being built
- Structurally safe
- Reasonable construction time and methodology
- Limited board involvement
- Low maintenance
- Little or no impact on other artists’ residencies
- Financially independent from OAC

Environmental Criteria - Located on OAC property

- Geographically appropriate to the landscape
- Environmentally responsible
- Geologically stable with low impact on the land



Osage Arts Community Artists Program Site-Specific Sculpture Collection Installation Request & Agreement

Name _____ Date _____

Address _____ Phone (____) _____

City _____ State _____ ZIP _____ Fax (____) _____

Web-Site Address _____ Email _____

Installation Request:

Permanent _____ Temporary Substantial _____ Temporary Ephemeral _____

Proposal Title _____

Proposal Location _____

Description of Proposal, Please address all the relevant “Criteria for Approval” of a Site-Specific Sculpture. If needed, use up to one additional sheet of paper for each criteria discussion.

AESTHETIC CRITERIA: Include any drawings, models, schematics or other materials needed to understand and evaluate the Proposal. Also include slides, photographs, catalogs or other materials of previous work.

PRACTICAL CRITERIA: Be sure to include a description of the materials to be used, the life expectancy and maintenance requirements of the Proposal.

ENVIRONMENT CRITERIA: Discuss the Proposal’s impact on the land.



Osage Arts Community

AGREEMENT: I understand that the installation of a work on the OAC Artist in Residence

Program Property is only possible upon the appropriate approval as stated on the attached Descriptions, Criteria and Policies statement which are a part of this Agreement. I will meet the entire "Criteria for Approval" for the Proposal and I recognize and will adhere to the guidelines for the duration of a sculptural installation. Should the OAC board decide for any reason that the installation is not adhering to the original Proposal, or is adversely affecting the land or the Program in any way, in their sole discretion, I will make adjustments necessary to correct any of OAC's concerns or issues, or I will immediately cease work, remove all of the materials and installation equipment, and will return the land to its original condition. I agree that if my work is categorized as Permanent," it becomes the property of the OAC Program (OACP) with complete rights of ownership and title. For Temporary Sculptures located on the property, I understand that OACP assumes no responsibility for the ongoing maintenance of a work. At anytime OACP may determine whether the condition of the work that is Permanent or Temporary has deteriorated beyond its aesthetic or educational value, OACP may have the work removed from the property and/or destroyed in the sole discretion of the OACP without notification to the artist or others.

Artist's signature _____ Date _____

FOR OACP USE

APPROVAL CHECKLIST

Aesthetic criteria

- _____ The Proposal is of high artistic caliber
- _____ Is in keeping with the artist's personal genre
- _____ Has a strong relationship with the site
- _____ Has an inherent endurance within its conceptual framework

Practical Criteria

- _____ The Proposal is capable of being built
- _____ Is structurally safe
- _____ Has a reasonable construction time and methodology
- _____ Limits board involvement
- _____ Requires low maintenance
- _____ Has little or no impact on other artists' residencies
- _____ Is financially independent from OACP

Environmental Criteria

- _____ The Proposal is located on OACP property
- _____ Is geographically appropriate to the landscape
- _____ Is environmentally responsible
- _____ Is geologically stable with low impact on the land

COMMENTS AND SPECIAL REQUIREMENTS:

Approval: _____ Date _____



Osage Arts Community

Director's Signature