



## **Studio Tenancy**

### **Introduction**

JamFactory maintains four large creative studios and 9 private 'incubator' studios for access by designer/makers and craft practitioners to assist them at strategic points in the development of their professional careers.

### **Our Incubator Studios offer**

- > Opportunity to develop artistic work and career in a creative environment shared with a working community of other active crafts people and designers
- > Competitively subsidised 24 hour access to high quality, centrally located studio accommodation
- > Negotiated access to workshop equipment, photocopier, fax and other JamFactory resources.

### **Purpose and length of Tenancy**

Studios are leased in the belief that assisting practitioners to work for key creative periods at JamFactory will stimulate craft and design practice and enhance career development. Studios are offered to practitioners who most clearly demonstrate high standards of technical quality, artistic merit and adaptive ingenuity in their work and who present creative development plans to maximise use of the studio.

Tenants can be emerging or established artists or groups of such artists.

Studios are offered on an annual (12 month) tenancy beginning in February each year. No commitment is given to automatically extend any tenancy lease beyond one year. Tenants wishing to extend their tenancy need to re-apply. Applications are assessed on a competitive basis.

### **Creative Community**

Tenants are expected to engage with the JamFactory building community centred at JamFactory. JamFactory's staff, associates, hirers and visiting artists can provide experienced guidance and inspiration on career and product development, audiences and markets, technical information and materials. Tenants are encouraged to present production to JamFactory's retail outlets for consideration.

### **Lease Agreement**

Tenancies are covered by a lease agreement that all tenants are required to sign and comply with.

An important condition of the lease is that the studio is used for at least 50% of the time during business hours. Where it is applicable, studios should be arranged so visitors can see tenants at work through the front window and/or a front window display of work is provided. Occasionally, JamFactory may have visitors who wish to meet tenants in their studios. Access is also routinely required for occupational health and safety, maintenance, billing or planning purposes. Tenants need to be aware that they will be required to provide Material Safety Data Sheets for all substances used in the studio, and comply with JamFactory WH&S compliance requirements. Tenants need to be aware that all materials must be handled, used and stored correctly and in compliance with JamFactory's WH&S guidelines.



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Tenants must be aware that it is a condition of their lease that they undertake to not store items or work-in-progress in corridors or loading bays and that they follow rules of usage in relation to other areas of JamFactory, including entry and roller doors.

It is a condition of tenancy that tenants operate as independent traders and do not use JamFactory logos, order forms, letterheads or other forms of JamFactory identification or in any way give trade suppliers or other commercial parties the understanding or impression that the tenant is representing or acting as an agent for JamFactory.

### **Facilities**

Studios are provided with standard fixtures and fittings including single phase power, single sink with hot and cold water, strip lighting, independent air conditioning, access to compressed air and telephone line (supply and connection of phone is tenant's responsibility). Tenants also supply their own studio furniture, like tables, benches, tools and equipment, etc. JamFactory Administration provides annual update of public signage in the building relating to tenant studios. Tenants can access the printer/photocopier and will be charged on a per copy basis.

### **Deposit and Rental**

Rental rates are set below commercial rates for equivalent sites. Rates vary according to the number of tenants using a studio.

A deposit equal to one month rental is required prior to occupation of a studio. Deposits will be refunded after termination of tenancy unless the deposit (or any portion of it) needs to be retained by JamFactory to offset any fees the tenant may owe JamFactory at termination of tenancy.

Lease agreements also require payment of a refundable \$50 deposit on all keys issued.

The Rental includes all electricity costs and wireless internet access.

Hire and access use of JamFactory Studio and workshop equipment is available. Individual hire and access arrangements need to be negotiated with the director or manager of the studio concerned (see section on Occupational Health and Safety following).

### **Rental and Hire within larger studios**

Practitioners may rent space or hire facilities within the workshop areas of JamFactory studios. Access can be sought on an annual, monthly, weekly or daily basis and is provided through direct negotiation with the relevant Studio Head, who will advise on availability and confirm rates and advise on expectations and conditions and provide a tenancy agreement.

### **Insurance**

JamFactory does not provide private practitioner professional insurance. Tenants are required to maintain appropriate insurance, including professional and public liability and provide evidence of the insurance cover.



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### **Occupational Health and Safety**

Tenants are required to adhere to JamFactory health and safety measures in their studios. Products or equipment that breach health and safety standards in the building are prohibited. Hire and use of JamFactory equipment in studios is only provided to individuals who are adequately trained in safe working procedures and have been issued with an approved users certificate. Copies of JamFactory Workplace Health and Safety guidelines and further advice can be obtained from Administration. WH&S regulations require that all electrical appliances, equipment and leads used in studios must be tested for safety and tagged accordingly.

JamFactory staff may request to spot check studios to ensure compliance with JamFactory OH&S standards and legislation.

Smoking is not permitted anywhere in the building.

### **Application and selection process**

Applicants apply with a letter of application accompanied by up to 10 images of recent work and a current CV.

Applicants need to show they will be working on a planned program of artistic and career development and that they will be able to viably support themselves across the time of their tenancy.

Contact details of two referees are required.

**The closing date for applications is 5.00pm 31 October each year.**

Assessment of applications is undertaken by a panel convened by the CEO.

Applicants will be notified of the outcome by the end of November, with studios available from 1 February 2014

### **Selection Criteria**

Artistic merit: Does the applicant demonstrate an appropriate degree of technical skill, ingenuity and artistic originality?

The panel will look for evidence of artistic merit in the samples and/or visual support material accompanying applications.

Evidence of artistic merit will also be shown in accompanying CV's, critical reviews, letters of reference and catalogues.

Purpose of tenancy: Does the applicant provide clear information about the aims and projected outcomes connected to the proposed tenancy?

What kinds of creative and career development activities will be undertaken during the tenancy?



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The panel will look for evidence that the applicant has a good grasp of what the applicant aims to achieve and the types of research and development of new works, either for production, exhibition or commission, that will be undertaken during their stay at the JamFactory.

Applicants should be able to demonstrate that they have a record of sound studio practice and related business activities appropriate for their chosen media. This will involve an artistic statement from the applicant along with any business planning indicating what items/objects will be made, and what audiences and markets the applicant expects to address.

### **How to Apply**

Written applications are welcome from individuals or groups , however preference will be given to groups of 2 or 3 individuals who are committed to sharing a studio.

An application should include:

- > Letter of application outlining how the use of the studio will:
  - > enhance the applicant's career development
  - > contribute to the craft and design community in JamFactory, South Australia and beyond
  - > further the development of a sustainable career in craft and design for the applicant
- > A current curriculum vitae
- > Contact details of 2 referees
- > Up to 10 images on disk of current work

Applications should be addressed to:

Brian Parkes

CEO

JamFactory Contemporary Craft and Design

19 Morphett Street

Adelaide BC SA 5000

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