

Faculty Guidelines
Working with Artist Models
Updated August, 2017

Model Coordinator:

Nancy Noble

Office: (816) 802-3438 Cell: (816) 582-1403 (please use only for last minute schedule changes/cancellations)

Office Hours: 8:30am-5:00pm

Office Location: Vanderslice Hall, 1st Floor

Scheduling artist models can be a complex and sometimes difficult process. It is imperative that the model coordinator be kept informed of your individual requirements for each class you request a model. When making requests, be mindful of dates of critiques, field trips and demonstrations. Please carefully review the instructions and guidelines below for a successful working experience with the models.

Requesting a Model

Complete a model requisition form on ArtNet: <https://artnet.kcai.edu/fac-staff/model-request> and submit it a minimum of seven (7) days prior to the date needed. All sections must be completed. All initial requests must be made through the online submission. Other forms of notifications will not be honored.

Foundation is required to provide two full weeks notice to schedule an artist model for a 5-week workshop.

The model requisition form requires the completion of the following sections:

- Instructor's Name, email address, and phone number
- Date of Request
- Department
- Date Model(s) is/are needed: beginning and ending dates and days needed
- Times Needed, along with the preference for the same model or variety
- # of models needed
- Gender(s) of model(s)
- Nude or clothed
- Class Room Number
- Special instructions

Please be aware that the model coordinator will attempt to schedule who you request, however, there will be times that specific models will not be available.

Schedule Changes and Cancellations:

All changes must be made through the model coordinator with no exceptions.

Schedule changes and/or cancellations must be emailed to the model coordinator no later than (3) days prior to the original schedule. Any changes or cancellations made without a 3-day notice may not be honored.

Instructor's Responsibilities

- Prepare all props needed and ensure a space heater is in place during cooler weather.
- If possible, adjust thermostat to comfortable temperature for model.

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- Ensure appropriate sturdy model stands are used, and a safe place is secured for the Model to pose. A model is not to work without substantial padding or cushions.
- Provide a modeling pad that can remain in the studio unattended, if the instructor wants to mark a pose to be continued in the next class.
- Instructors must be present **at all times** during the modeling session. At no time is the model to be left alone with the students without supervision.
- Post a “NO VISITORS” sign on the door during the class session while the model is posing. Only students enrolled in the class are permitted in the room. The sign should also indicate that they may knock and wait for the instructor.
- Ensure that there is no photographing or video taping of any working model at any time by students or faculty.
- Instructors should observe models to determine when they may be in distress; do not assume they will let you know. Keep in mind the difficulty of the pose and schedule breaks appropriately.
- Instructors and students may not touch a model. Various body parts may be indicated by pointing, but physical contact is not allowed.
- Models may only dress and undress privately. Models may not dress or undress in view of students or instructors.
- A professional art studio environment shall be maintained at all times.

Studio Department Responsibilities:

Each studio department that uses artist models is responsible for:

- Providing a safe and private space for models to change
- Space heaters
- Model stands
- Model props
- Ensuring all props and equipment are clean and in safe working order

Model Coordinator Responsibilities:

The model coordinator will:

- Respond to all model requests in a timely manner
- Communicate all schedule changes and requests
- Respond to issues/complaints from models or faculty
- Track model timesheets
- Troubleshoot issues
- Provide model pads to all new models

Basic Model Responsibilities:

1. Models are responsible for keeping track of their work and break times & submitting it to the model coordinator weekly.
2. Models are required to furnish their own robes, foot coverings and timers.
3. Models are responsible for reporting to their assignment 15 minutes before scheduled class time to discuss poses, room temperatures, etc.
4. It is the Models responsibility to inform the instructor when a pose becomes too uncomfortable or painful during a pose, or if the room temperature is not appropriate for nude modeling.
5. All models are assigned adequate model pads for their personal use and are their responsibility. At the end of each session, models are required to take pads with them and keep in their possession for their future use.