



# **Artist Model Policy And Procedure Manual**

Revised August 2017

The Kansas City Art Institute **Staff Handbook** is the primary document governing employment of all KCAI Staff. The **Artist Model Policy and Procedure Manual** describes in more detail the responsibilities and KCAI expectations of persons in the position of the Artist Model. This document will establish definitions for general working conditions.

**Model Responsibilities: The model coordinator is your contact. All problems, suggestions, concerns, schedule changes, questions, or complaints should always be discussed first with the model coordinator.**

**Important Contact Information:**

Model Coordinator: (816) 802-3438 Cell: (816) 582-1403 (please use only for emergencies)  
Security: (816) 931-6666

**All artist models must observe the following basic principles of work:**

- At the time of hire, all artist models are required to submit an availability sheet. Should your availability change, the model coordinator needs a modified schedule from you.
- Artist models are expected to be at work on the assigned day, fifteen (15) minutes before the starting time and remain in the work place during the normal period of class.
- If you are unable to report for an assigned class, you must give a minimum of (3) three days notice by calling the coordinator's cell phone number. If you are unable to provide 3 days notice, there may be cause for corrective action, up to and including termination.
- Models are required to time in and time out of the electronic time and attendance module each time they work. If you experience any difficulties with this, you must contact the model coordinator immediately.
- Paydays are twice a month on the 15<sup>th</sup> and the last day of the month. The model coordinator will keep track of all hours worked. Payroll is determined by hours worked from the 16<sup>th</sup> to the last day of the month and the last day of the month to the 15<sup>th</sup> of each month.
- Models are to maintain a professional level of modesty at all times.
- All classes should be properly monitored by an instructor when models are working. If you report to a class and this is not the case, you need to contact the model coordinator for direction.

**Grace Period:**

In the event that neither the instructor nor the students appear for a scheduled class, the artist model is required to wait thirty (30) minutes in the assigned classroom or by the door to the classroom if it is locked. After the required time has lapsed, and still no one has appeared, the artist model should contact the model coordinator to be excused with pay.

**Cancellation of Model**

**Faculty must notify the model coordinator of any cancellations or schedule changes. Cancellation must be made within (3) days time or the artist model will be paid for three hours of work.**

KCAI, through the model coordinator, reserves the right to make any schedule changes deemed necessary based on the needs of the Kansas City Art Institute, if three days or more notice is given.

### **Work Apparel:**

- You are required to have a robe, something to protect your feet, KCAI identification, and it is recommended that you acquire a timer in order to keep track of your break periods.
- You will be issued a model pad for use during the classes. You are responsible for the model pad and the amount may be deducted from final paycheck if you leave KCAI.
- Heaters are available for your use in studios.

### **Communication with Faculty**

Communication between faculty and artist model is for the express purpose for finding out the following information, all other matters should be directed to the model coordinator:

1. What type of pose
2. How long
3. Where to pose

### **Poses**

There are five (5) major types of poses: **gestures, portraits, standing, sitting and reclining.**

- **Gesture Poses** – These poses are short in length. They can run from ten (10) to five (5) minutes. Gesture poses are action poses: such as dancing, acting, walking, playing, stretching, etc. These poses should be done in a conventional rotation giving each student a different perspective. Be careful that the poses are not over-extended and balance is lost.
- **Portrait Poses** – It is important that the head is kept completely still, and the eyes open. Other body parts can be shifted as long as the torso, shoulders, neck and head remain still. A focal point will help keep the head in the correct position. These poses are almost always seated and clothed.
- **Standing Poses** – It is very important that the model have adequate padding under foot. A foam pad, plus a model pad is adequate. The maximum length of standing sessions should be no longer than twenty-five (25) minutes without a break. When setting up the pose, try to keep as balanced as possible. The feet should not be placed farther than shoulder width apart. Try not to put too much weight on one leg or hip. Do not lock the knees.
- **Sitting Poses** – The things to watch out for are limbs and other body parts that tend to lose circulation and fall asleep. Avoid bending or turning anything to the extreme. Not all sitting poses require a chair. Models will be asked to sit on model stands, stools, blocks and cushions.

- **Reclining Poses** – Reclining poses often require a twist or turn in the torso and hips. It is important that the model have adequate padding under the hip. It is not recommended that the model have a raised arm for extended periods. Keep to the model break schedule, and do not be tempted to pose for longer periods of time.

#### Considerations:

- Not all instructors will mark the poses. So it will be up to you to get back in the pose from memory. If in doubt, ask the faculty member to mark the pose with **tape** before you get up from the first pose.
- Do not under any circumstances, sit/stand/recline on any table or unsafe surface
- Do not engage in dangerous poses due to the nature of the pose, props, or irresponsible actions
- Stand no more than three (3) hours a day. A maximum of only thirty (30) minute sessions is enforced
- You may refuse a pose if you are uncomfortable with the content or gesture

#### **Numbness of Limbs/Dizziness**

Work with substantial padding at all times. To guard against injury, change your pose if it becomes painful or if numbness or dizziness occurs. You will not always be aware that your limbs have fallen asleep. It is recommended that you move slowly when coming out of a pose, try rubbing back the circulation and stretch it out. Do not try to walk until the circulation has returned to the affected area.

Dizziness is an imbalance of the inner ear when the body is in a fluctuation of trying to maintain a congruous center of gravity. If you feel dizzy or faint, sit down immediately.

It is advisable to eat something before modeling to prevent dizziness.

#### **Model Equipment**

Models must return model equipment to its proper place after each class period. This includes model pads, heaters, mats, etc.

#### **Classroom Temperature**

It is the model's responsibility to control the temperature of the classroom, check the thermostat and adjust as needed. If it is not working properly, let the instructor know. When it is **too** cold, leotards, tights or regular street clothes may be worn. It is recommended that the model keep some of these items with them at all times as not all classes require a nude model. Upon completion of your modeling session, you should turn the thermostat to a cost efficient setting (about 68-70 degrees).

#### **Open Draw and/or other Non-Instructor Classes**

Artist models must not pose for unsupervised classes. Supervision must be by an assigned faculty or staff member approved by the Academic Affairs office. Any arrangements made for modeling outside of the model coordinator will not be paid by KCAI.

### **Requests or Changes**

Do not make a schedule change without the authorization of the model coordinator. If an instructor asks you to change schedule or work additional hours, please tell them to contact the model coordinator.

### **Models Opinions of Student Work**

Do not express opinions of student work. Instructors are responsible for critiquing student work.

### **Studio Rules**

- Poses are to be marked with **tape only**. Instructors are to provide the tape if they wish the pose to be marked.
- If the actions of an individual or class inhibits or interferes with the model's ability to perform assigned duties, the instructor and model coordinator must be informed at once.
- Model stands, pads and sheets are the model's working area. It is important that care be taken to assure that these items remain clean. Drawing/painting, walking, sitting, etc. by anyone other than the model is prohibited.
- **Absolutely NO walk-ins or visitors are allowed.** The only persons allowed in the studio are the enrolled students for the class, the scheduled model(s) and the instructor for the class. **NO EXCEPTIONS.**
- No photographing or video taping of any working model is allowed.
- 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.

### **Model Breaks**

Breaks are important and you must observe them as scheduled. Be sure that the time is taken and that time is carefully tracked. Don't abuse the breaks. The first break should almost always be after the first half-hour; this will keep the break schedule and avoid any complications.

- Models are limited to a thirty (30) minute work session. If the model is asked to do a longer pose, break it up with a break in between. Inform the instructor of these actions.

- **Two (2) hour classes:** Depending upon the pose, breaks may be taken after 20/25/30 minutes of work; the model takes a five (5) minute break. This will mean three (3) five (5) minute breaks.
- **Two and a half (2 1/2) hour classes:** Depending upon the pose, breaks may be taken after 20/25/30 minutes of work; the model takes a five (5) minute break. A fifteen (15) minute long break is taken approximately one and a half (1 1/2) hours after the class has started.
- **Three (3) hour classes:** Depending upon the pose, breaks may be taken after 20/25/30 minutes of work; the Model takes a five (5) minute break. A twenty (20) minute long break is taken approximately one and a half (1 1/2) hours after the class has started.
- **Four to Four and a half (4-4 1/2) hour classes:** Depending upon the pose, breaks may be taken after 20/25/30 minutes of work; the model takes a five (5) minute break. A thirty (30) minute long break is taken two (2) hours after the class has started.
- An instructor may ask the model to work through the long break. This is the model's choice. If the model chooses to work through the long break, the model will be excused twenty (20) minutes early. The Model will still take a short break every 1/2 hour.

## Twenty (20) Minute Long Break Chart

### Example of Correct Break Patterns

#### 8 – 11 am

1. 30 minute pose (8:00 – 8:30)  
5 minute break at 8:30
2. 30 minute pose (8:35 – 9:05)  
5 minute break at 9:05
3. 30 minute pose (9:10 – 9:40)  
20 minute break at 9:40 – 10
4. 30 minute pose (10:00 – 10:30)  
5 minute break at 10:30
5. 25 minute pose (10:35 – 11:00)

#### 2 – 5 pm

1. 30 minute pose (2:00 – 2:30)  
5 minute break at 2:30
2. 30 minute pose (2:35 – 3:05)  
5 minute break at 3:05
3. 30 minute pose (3:10 – 3:40)  
20 minute break at 3:40 – 4
4. 30 minute pose (4:00 – 4:30)  
5 minute break at 4:30
5. 30 minute pose (4:35 – 5:00)  
Finished

#### 6 – 9 pm

1. 30 minute pose (6:00 – 6:30)  
5 minute break at 6:30
2. 30 minute pose (6:35 – 7:05)  
5 minute break at 7:05
3. 30 minute pose (7:10 – 7:40)  
20 minute break at 7:40 – 8
4. 30 minute pose (8:00 – 8:30)  
5 minute break at 8:30
5. 25 minute pose (8:35 – 9:00)  
Finished

#### 7 – 10 pm

1. 30 minute pose (7:00 – 7:30)  
5 minute break at 7:30
2. 30 minute pose (7:35 – 8:05)  
5 minute break at 8:05
3. 30 minute pose (8:10 – 8:40)  
20 minute break at 8:40 – 9
4. 30 minute pose (9:00 – 9:30)  
5 minute break at 9:30
5. 30 minute pose (9:35 – 10:00)  
Finished

Models will not always be able to follow this chart exactly, but do your best to follow general guidelines.