

GAGE Monitor Handbook – Summary of Duties

Monitors are required to attend monitor training orientation prior to their monitored class

Monitor training orientation will be taking place at Capitol Hill campus on Jan. 11th, 2023, at 7:30pm

Setting Up the Classroom:

- Get in touch with instructor to find out how the room should be set up
- Arrive at least 30 minutes early to allow enough time to set up the room and trouble shoot any issues
- Set up tables, easels, model stand, etc. depending on the needs of the class

Working with a Live Model:

- No photos of the model are allowed by anyone without the consent of the model first!
- You and the instructor are the only two that are permitted to adjust a pose
- No one is to touch the model or make **any** comments, EVER
- Before class starts, ask the model what their preferred pronouns are (he, she, they, etc.) as it is not always obvious, and then introduce them to the class
- The models are to have a clean sheet on any surface that they are posing on. Sheets are in the linen cabinet on the first floor. It's a wooden cabinet near the bathroom. Used sheets must have all tape removed, and then go in the hamper that is either in the classroom or in the hallway.
- When timing a model, the poses last 20 minutes followed by a five-minute break. For every 3 hours session, the model must have a 15-minute break.

If a model doesn't show up within 10 minutes of the class start time, there is an emergency model list that your instructor has access to. It contains the names and phone numbers for back up models willing to come in on short notice. During office hours, 9am to 5pm, Registrar & Student Services can help find a replacement model as well.

Solvents:

THE ONLY SOLVENT ALLOWED AT GAGE IS GAMSOL. Gamsol cannot be poured down the drain, it must be poured into clearly marked jars and stored in the yellow fireproof cabinet. Gamsol soaked rags must be disposed of in the red, fire-proof cans located in most rooms or in the hallways near each room.

Once the sediment settles in the jars containing used Gamsol, the clear and/or sediment free solvent can be collected into a separate jar and re-used. Gamsol can be recycled multiple times this way, as long as the sediment is allowed to settle and then kept separate of the reused solvent. The sediment jars can be left open to dry out in the yellow fireproof cabinets located throughout the school.

Classroom Break-Down:

- All flammable materials must be stored in the yellow fireproof cabinet
- Oil Painting Rags go in the Red Fireproof Bins. These get emptied after EVERY CLASS. The contents, however, can be consolidated into one bag so that you are not replacing a partially full bag each time.
- Trash bags that are 1/2 or more full should be taken out to the dumpsters. Extra Trash Bags should remain in each bin and replenished by the person using the last bag avail. Additional bags can be found in the Janitorial Closets.
- Make sure that the model stand, easels, and chairs are put away at the end of class. It's important to sweep the room after every class. Brooms can be found in the custodial closets
- If there is a spill of any kind, there are mops and paper towels in the custodial closets, as well as paper towel dispensers in each classroom.

We must work as a team to keep the building clean. Try to leave the room looking even better than you found it!

Office Contact:

A good place to check for staff is in the facilities office on the third floor. These situations are rare but if you have any problems with other monitors, unruly students, malfunctioning equipment, etc. you can contact Daniel (Director of Operations & Information), Carl (Facilities Supervisor), or Cristalina (Monitor Coordinator). There is almost always a staff member present in the building. Here are the key staff emails in case you need them:

goulart.c@gageacademy.org – Monitor Coordinator/ Student Services

reveles.d@gageacademy.org – Director of Operations & Information

This role is imperative to the success of each class. Monitors set the tone and standard for how the class will proceed and we absolutely could not do this without monitors. Thank you for stepping up and filling this vital role.