

GAGE Monitor Handbook – Summary of Duties

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

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, chairs, taborets, model stand, etc. depending on the needs of the class and class size.
 - Air Purifiers must be turned on for each class.
 - Additionally, there should be one window open a minimum of 2” during every class. This helps with air circulation and air purification.

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
 - Do not allow negative conversation or inappropriate behavior (including loud sighing, or frustrated gestures) about a model in the studios.
- Before class starts, set up the model stand.
- 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 the class is over.
 - 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.
 - When timing a model, the poses last 20 minutes followed by a five-minute break. For every 3-hour 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.

If the model is more than 15 minutes late, no matter the circumstances, email the model coordinator with the amount of time missed.

Special Equipment:

Gage offers special equipment like projectors and lone computers specific to classes.

- To reserve a projector, contact the office as soon as possible to have your class on the reserve check-out list.
- If your class time is in the evening or weekends, special arrangements will need to be made with extra advance notice. Please inquire with the facilities supervisor with at least one week in advance notice.

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 from the reused solvent. The sediment jars can be left open to dry out in the yellow fireproof cabinets located throughout the school.

Classroom Upkeep and Break-Down:

Remember that all of the monitors need to work together. Your efforts here are noticed and greatly appreciated.

- All flammable materials must be stored in the yellow fireproof cabinet.
- Oil painting rags go in the Red Fireproof Bins. These need to be emptied every day, so if yours is the last class in that room please empty the bin. To minimize our plastic use, you may empty your bin into another classroom or hallway bin. This way the rags can be consolidated using less bags. Facilities will do the final collection of flammable rags as part of their evening duties.
- Trash Bags that are ½ or fuller should be taken out to the dumpsters. Extra trash bags are found at the bottom of each bin and should be replenished by the person using the last bag available. Additional back stock bags can be found in the janitorial closets.
- Make sure that the model stand, easels, chairs, tabourets, etc. are put away at the end of class unless you have made prior arrangements with the next class to leave them up. Floors should be swept after each class. Charcoal and pastel bits are dropped frequently and need to be swept up so not to be ground into the floor. Brooms and dustpans can be found in the classrooms or custodial closets.
- If there is a spill of any kind, there are mops and paper towels in the custodial closets as well. There are also paper towel dispensers in every classroom.
- Turn off the Air Purifier and close the window at the end of your class.

We must work as a team to keep the building clean and support each other. 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 Allison (Monitor Coordinator). There is almost always a staff member present in the building. Here are the key staff emails in case you need them:

vu.a@gageacademy.org – Allison – Monitor Coordinator/ Student Services

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

Faulkner.c@gageacademy.org – Carl – Facilities Supervisor

The monitor 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.