

Project Number 11045  
Purpose Subject Area Committee Meetings – Craft Center  
Location EMU – Fir Room  
Start Time 3:45 PM

## CONFERENCE REPORT

### 01 THOSE PRESENT

*Craft Center*

Diane Hoffman, Tim Jarvis, Tim McAdams, Jeff Weitzel

*University of Oregon, Campus Planning and Real Estate*

Fred Tepfer

*University of Oregon, Student Affairs*

Gregg M. Lobisser

*EMU User Group*

Nora Alvarez, Mandy Chong, Dan Geiger, Dana Johnston

*SERA Architects*

Natasha Koiv, Audrey Craig

*AC Martin*

Bob Murrin, Tammy Jow, Christopher King

### 02 MISSION

The Craft Center is a comprehensive Arts Program that offers well-equipped studios and extensive workshops in most areas of the Visual Arts. We offer 80 workshops per term, including ceramics, woodworking, glassblowing, torch working, glass fusing, paper arts, silkscreen, jewelry, photography, leatherworking, painting and drawing, and fibers. We are open to the University and surrounding community seven days a week.

The Craft Center sells materials for studio areas, clay, lumber and plywood, silver sheet and wire, silkscreen emulsion and ink, sheet glass and rods, and hand tools for many areas. The Craft Center provides leadership opportunities for University students and teambuilding workshops for the University community.

### 03 ORGANIZATIONAL STRUCTURE

Organization chart provided and attached.

#### **04 HOURS OF OPERATION**

Monday through Thursday, 10 am – 10 pm.  
Friday and Saturday, 10 am – 6 pm.  
Sunday, 12 pm – 8:30 pm.

#### **05 FREQUENCY OF USE**

10 am – 12 pm, Monday through Saturday, there are ±35 non-staff visitors.  
12 pm – 2 pm, Monday through Sunday, there are ±40 non-staff visitors.  
2 pm – 5 pm, Monday through Sunday, there are ±35 non-staff visitors.  
5 pm – 7 pm, Mondays through Sundays, there are ±65 non-staff visitors.  
7 pm – 9 pm, Mondays through Thursdays and Sundays, there are ±65 non-staff visitors.  
9 pm – 11pm, Mondays through Thursdays, there are ±65 non-staff visitors.

The most number of non-staff visitors at any given time is 80, typically on Mondays during the late night hours.

#### **06 STAFFING AND WORKSTATION REQUIREMENTS**

- 1 Full-time Craft Center Coordinator with a dedicated private office.
- 1 Full-time Assistant Coordinator with a shared open workstation.
- 1 Full-time Studio Manager with a shared open workstation.
- 1 Full-time Office Specialist with a shared open workstation.
- 1 Part-time Studio Technician (ceramics) with a shared open workstation.
- 1 Part-time Studio Technician (glass) with a shared open workstation.
- 1 Part-time (future) Studio Technician (welding/blacksmithing) with a shared open workstation.

Each office and workstation is equipped with a computer.

There is one shared printer located at the Office Specialist's workstation.

#### **07 TYPES OF SPACES REQUIRED**

##### *Reception Area/Customer Service/Tool Checkout*

A reception area that serves at the Customer Service/Tool Checkout area is required. It should accommodate 6 people. The reception area should include the following:

- 3 computer registration stations
- Cash register
- Phone
- Printer
- Storage area for hand tools to check out
- Storage for resale materials

*Dedicated Work/Studio Areas:*

- Ceramics
- Glass (hot, warm and cold)
- Woodshop
- Fibers
- Jewelry
- Photography
- Silkscreen
- Welding
- Blacksmithing
- Drawing and Painting
- Ceramics glaze mixing room
- General-purpose classroom (clean area for mat cutting, photo product shoot area)
- Gallery and Sales Area

Each studio has specific equipment; some require safety and work zones surrounding them.

*Other equipment needs not previously described:*

Ventilation, lots of it!  
Electrical, natural gas, compressed air, bottled gasses  
Settling tanks for floor drains in ceramics and glass to filter debris

*Craft Center/ EMU Renovation 2011*

The Craft Center's needs are very different from other areas of the student union, and to maintain a successful, efficient and safe program these needs must be addressed.

Creative pursuits and self-expression are enhanced when physical space contributes to the process with natural light, openness, high ceilings and inviting areas for inspiration.

Ceramics, woodworking, photography, glass and other areas have significant ventilation requirements for fumes, dust and hazardous particulates.

Dust, fumes and noise concerns are an issue, within the Craft Center as well as for those around in close proximity.

Ground floor fork lift access and a loading dock is necessary for units of lumber (potentially 12'-14' long), pallets of ceramic clay and glass weighing several tons, and delivery of large, heavy pieces of equipment.

Dedicated outdoor space for ceramic kilns, glass blowing kilns, welding, blacksmithing and stone carving areas are crucial to the growth of the program.

Lack of nearby parking definitely impacts our participants, with the increasing amount of activity on our vibrant campus, it seems that an EMU parking structure is needed.

I appreciate the time and energy dedicated to the growth of our future EMU, and I thank you for the opportunity to express my thoughts for the Craft Center in this process.

Diane Hoffman  
Craft Center Coordinator  
[dianehof@uoregon.edu](mailto:dianehof@uoregon.edu)  
541-346-0600

## **08 ADJACENCY REQUIREMENTS**

The Craft Center should be directly adjacent to: Club Sports, Outdoor Program, Cultural Forum and the Loading Dock

## **09 VISIBILITY, ACCESS, AND SECURITY**

The Craft Center requires high visibility and should be located at the “front door”. It is desirable to have both storefront visibility as well as interior visibility.

Locking doors at all entrance to the Craft Center are required so that it can be closed even if other parts of the building are open.

The Craft Center is a “user” of a larger computer network where the system is operated by another department.

## **10 CRAFT CENTER EXHIBITS AND NOTES**

The following exhibits (attached) have been provided by the Craft Center:

- Craft Center Square Footage
- Current Craft Center Studio Interior Square Feet
- Craft Center Org Chart
- Craft Center Renovation-Additions

The Craft Center at the University of Oregon is one of the best craft centers in the country. It will be the largest and best in the country through the remodel.

The existing facility is located on the Lower Level of the EMU with satellite storage areas dispersed throughout the building. The Skylight Studio is part of the Craft Center.

The Craft Center tends to be “noisy and stinky”. Many groups will not want to be next to the Craft Center. For example, KWVA Radio will not want to be next to the Craft Center.

There should be toilets nearby. Mandy Chong shared a story of the trail of footprints leading from the Craft Center to the toilet rooms.

Daylight in the studio spaces is a plus. Light inspires people. North light is desirable.

It would be great to have a gallery space to display work from the Craft Center.

Loading/Receiving. Goods are off-loaded on 13<sup>th</sup> Avenue via semi-trucks. Forklifts are borrowed from housing to move goods from trucks directly into the building. Goods will generally not fit in an elevator.

Possible outdoor studios include welding and blacksmithing.

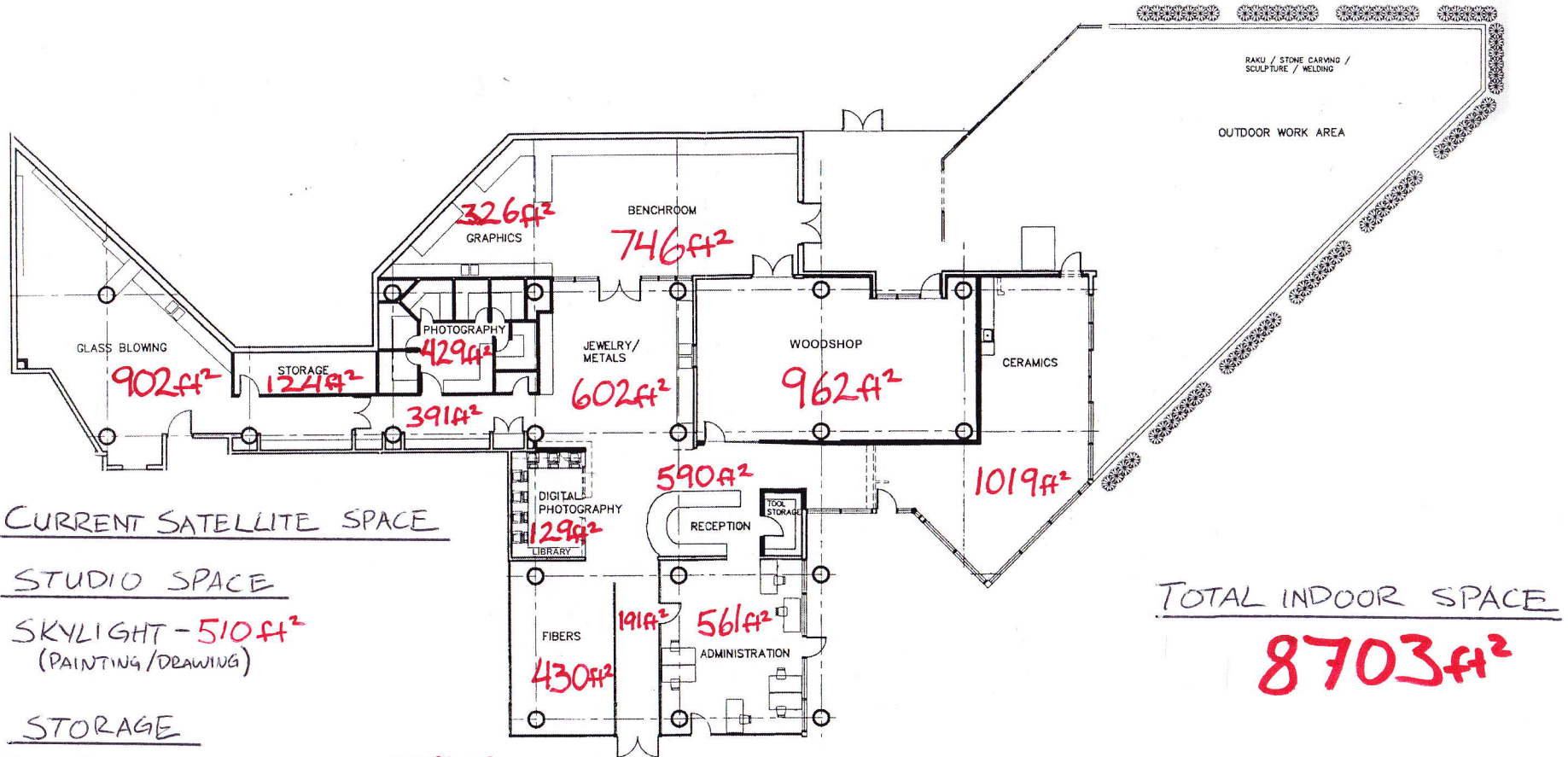
“Shared Studios” is difficult due to noise issues – particularly when instructors are trying to give instructions at the same time. There is also a distinction between clean versus dirty spaces. For example, screen printing does not mix with woodwork. There could, however, be a multi-use messy space.

Glass blowing and kilns are not subject to certain codes if located outside. The furnace is on 24/7. Capturing heat is possible when they fire up the “glory hole”. Furnaces and kilns are designed to be incubators. They cannot be counted on as a continuous source of steam or capturable heat.



# the craft center

a program of the erb memorial union



TOTAL INDOOR SPACE

8703ft<sup>2</sup>

CURRENT SATELLITE SPACE

STUDIO SPACE

SKYLIGHT - 510ft<sup>2</sup>  
(PAINTING / DRAWING)

STORAGE

- BEN LINDER RM. CLOSET - 525ft<sup>2</sup>
- OXYGEN CLOSET BY LOAD DOCK - 26ft<sup>2</sup>
- CANOE SHED - 120ft<sup>2</sup>
- CRAFT CENTER SATELLITE SHED - 119ft<sup>2</sup>

**Current Craft Center Studio Interior Square Feet      Total 8,703**

Ceramics      1019 sq. ft.

Ceramics glaze making room/Glass storage 124 sq.ft.

Digital Photorgaphy 129 sq. ft.

Fibers      430 sq.ft.

Entry and fibers overflow 191 sq. ft.

Glass (hot, warm and cold) 902 sq.ft.

Glass, photo and locker hallway 391 sq. ft.

Jewelry      602 sq.ft.

Photography 429 sq. ft.

Silkscreen/Graphics 326 sq.ft.

Woodshop 962 sq.ft.

Woodshop Benchroom/Sandblasting 746 sq.ft.

Reception Area 590 sq.ft.

Administration Offices 561 sq.ft.

Painting and Drawing (Skylight Studio) 510 sq. ft.

Oxygen Generating room at loading dock 26 sq.ft.

Ben Linder Storage Room 525 sq. ft.

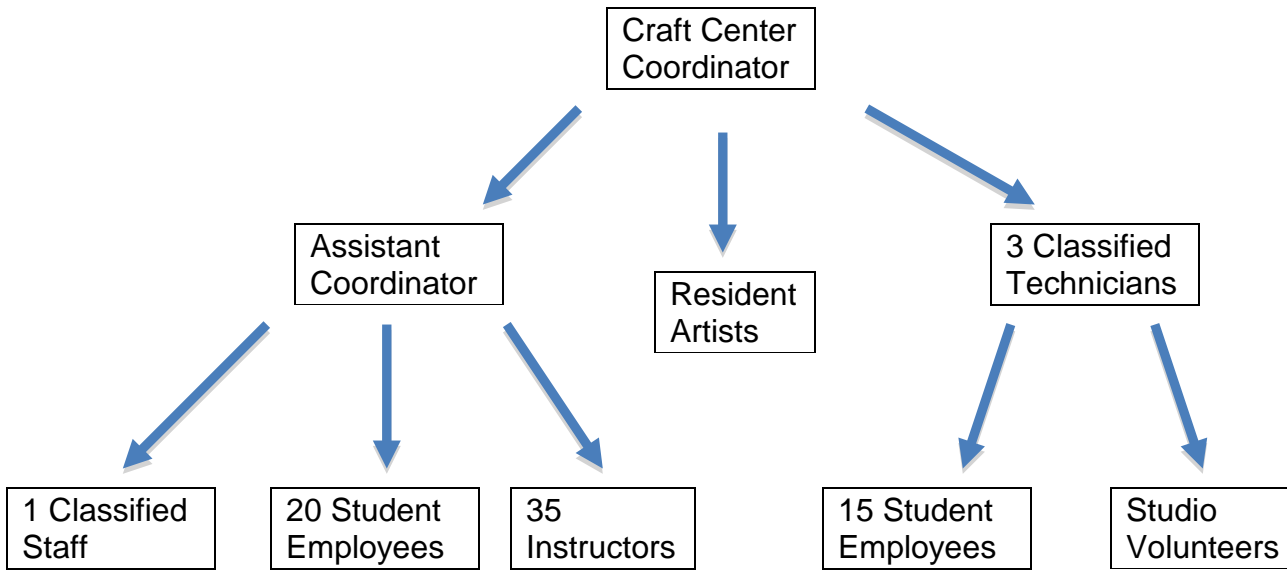
Satellite Storage Shed (Clay and glass) 119 sq.ft.

Canoe Shack Storage 120 sq.ft.

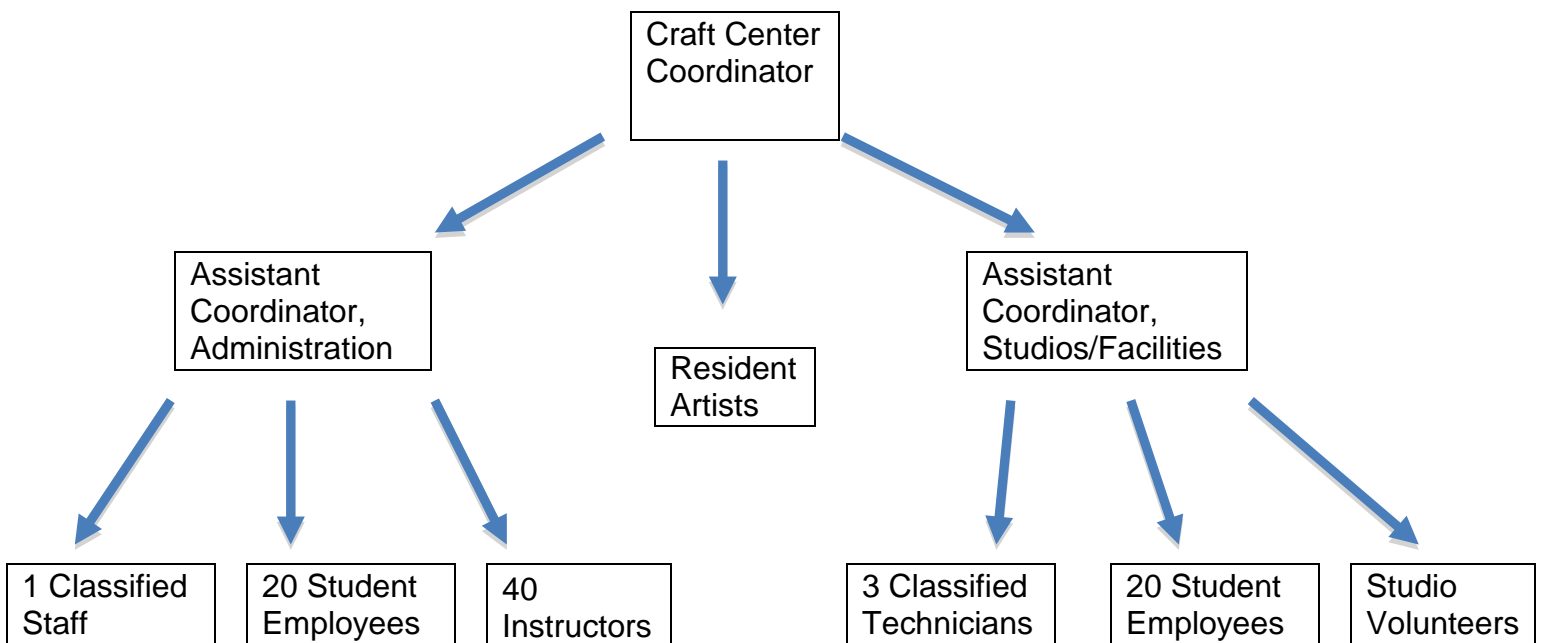


# Craft Center

Current Organizational Chart October 4, 2011



## Proposed Organizational Chart



## **Craft Center**

### **I. Mission:**

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### **II. Organization chart attached.**

### **IV. Reception Areas:**

Customer Service/Tool Checkout

Waiting area: yes

Other needs:

3 computer registration stations, cash register, phone, printer, storage area for hand tools to check out, storage for resale materials

### **Dedicated Work/Studio Areas:**

Ceramics

Glass (hot, warm and cold)

Woodshop

Fibers

Jewelry

Photography

Silkscreen

Welding

Blacksmithing

Drawing and Painting

Ceramics glaze mixing room

General-purpose classroom (clean area for mat cutting, photo product shoot area)

Gallery and Sales Area

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