



columbus college of art & design

Model Handbook

Model Handbook

This handbook is neither a contract (expressed or implied) nor an all-encompassing document, nor does it contain contractual commitments of any nature.

Models are considered independent, self-employed contractors by the College. No guarantee of hours is given. Hours scheduled may vary due to a number of factors beyond the control of the model coordinator.

Mission Statement

The mission of the Life Model Program is to provide professional, reliable models to participate in an essential component of the Columbus College of Art & Design's program of study. In many instances, the success of a given assignment depends upon the proper execution of the poses by the model. The Life Model Program recognizes its role in the completion of the College's larger mission in preparing students to shape culture and commerce.

Function of this handbook

This handbook was developed to highlight the responsibilities and benefits of being a member of our team. The College will update this handbook periodically, but there may be times when policies and practices will change before the handbook can be revised. CCAD reserves the right to modify, supplement, revise or rescind any part of this handbook as it deems necessary or appropriate.

Communication

The College maintains an open-door communications policy. You are actively encouraged to speak with the Model Coordinator and your suggestions, ideas and recommendations will be given careful consideration. If you have difficulty talking to the model coordinator, you may contact the Director of Human Resources to discuss your concerns.

Equal Opportunity Employer

We make employment decisions based on abilities, talent, effort and results. We grant equal employment opportunity to all qualified individuals without regard to race, religion, color, gender, age, national origin, nondisqualifying disability, veteran status, sexual orientation or any other legally protected class status. The College only hires individuals authorized for employment in the United States.

Harassment Policy

It continues to be our policy to employ positive business and personnel practices designed to ensure the full realization of equal employment opportunity. We expect all models to accomplish their work in a business-like manner with a concern for the well-being of others. Any unlawful harassment of others is not permitted regardless of job titles or working relationships.

Model-Student Relationships

CCAD vehemently discourages amorous relationships between models and students. While the College does not outright ban them, and it is not necessarily a bar to employment, the College requires that any model in a relationship with a CCAD student must notify the Model Coordinator of the relationship; either prior to employment for a pre-existing relationship, or upon the commencement of the relationship, after the model is employed. In the event that the relationship proves to be interfering with the work of the College or if the College feels there is a concern for the well-being of any of the individuals involved, CCAD may choose cease employing the model.

Model Recourse

Any model who believes he or she has been harassed by a co-worker, supervisor, student, vendor, or other visitor of the College should, if he or she feels comfortable, make it clear to the harasser that the behavior is offensive and must stop. If the behavior persists or if the model is unable to discuss the matter with the harasser, the model should promptly report the facts of the incident or incidents and the names of the individuals involved to the Model Coordinator or Human Resources. Any complaints will receive immediate and impartial attention, including prompt investigation, and appropriate action will be taken.

No adverse action will be taken against any model who reports or complains of harassment. However, reports made in bad faith may lead to termination.

Management Responsibility

All members of management are responsible for ensuring that no harassment occurs within their area of authority. Upon receiving a complaint of harassment or otherwise becoming aware of possible harassment, management must immediately report the same to Human Resources. Investigation may include conferring with parties and witnesses named by the model reporting the harassment. Because of the sensitive nature of such complaints, incidents must be investigated with particular care and should remain, to the extent possible, strictly confidential.

Questions Regarding Harassment Policy

If you have any questions concerning this policy, please feel free to contact Human Resources (222-4036).

Security

Security is the responsibility of all persons associated with the College. Models are expected to exercise reasonable care for the protection of personal property. The College assumes no liability for any loss or damage to personal items. CCAD security officers are on campus 24 hours a day, seven days a week. Any violations of security procedures, presence of suspicious persons, or instances of lost, stolen, or damaged property should be reported immediately to Security by calling 222.6165.

Model Release

It is agreed between the Columbus College of Art & Design and the undersigned model that the Columbus College of Art & Design through its employees and/or students shall have the right to make drawings, paintings, prints, sculptures, and photographs of said model for the limited purpose of exhibiting and/or reproducing such artistic works in its catalogs, circulars or any other publication for the educational purpose of the Columbus College of Art & Design. It is agreed to by and between the parties that any such reproductions shall not be used commercially or for profit by the Columbus College of Art & Design.

The undersigned model agrees and understands that the Columbus College of Art & Design is not responsible for the unauthorized publication or exhibition of any artistic works of said model by students or other persons.

General Guidelines

The purpose of a model is to enable art students to learn how to represent the human form in drawings, paintings sculptures, etc. A great number of classes require the use of models. In many of these classes, the success of a given assignment depends as much on a model's execution of their responsibilities. Many instructors request specific models. The skill and the professionalism of a model influence the number of requests and impact the number of hours given to an individual. There are several types of classes which utilize models:

Figure Drawing

Usually a class will begin with a series of short (30 sec to 5 min.) poses known as "gestures." Ideally, these shorter poses are more dramatic and action-oriented—a moment of movement frozen for the students to draw. Following the gesture sketches, the instructor will usually set the model in a longer pose for the rest of the class period.

Painting

Painting classes requiring models are divided into two types: portrait and life.

- *Portrait classes* are concerned with the shoulder and head of the model. The instructors usually like to see vivid colored tops, without any tiny patterns or details that are difficult to paint in the time allotted the students. Attendance is very important as the same model is often used for several sessions. Also important is to wear the same top each class.
- *Life classes* work in oil, acrylic and watercolors, depicting the whole body. They consist of a single pose, usually life but occasionally clothed, usually for more than one session. The pose will almost always be seated or reclining but occasionally a more difficult pose will be required.

Saturday Morning Art Classes

Almost all of the classes held Saturday morning are portrait/clothed poses. The ages of the students range from elementary school to adults.

The Mechanics of Modeling

- A knee length robe must be worn when not posing. Slippers are highly recommended as the floors are often very dirty (staples, paint, charcoal, etc.). When in public areas, such as hallways, lobbies or outside, **please make sure the garment you wear provides full coverage and is appropriate to being in a public space.**
- Please be in class five to ten minutes early so you can change and be ready to work when the class begins. Notify instructor when you have changed and are ready to begin.
- Models should undress in the small changing rooms or behind the changing screens located in every classroom. The Columbus College of Art & Design is not responsible for the loss of any personal belongings or valuables. **Do not change in front of the students.**
- Models who are late for assignments will have their pay docked in ¼ hour (15 minute) increments. Chronic lateness will not be tolerated.
- Models should cooperate with the instructor in setting up imaginative poses. Tell the instructor if you do not believe you can hold the pose he/she is asking for. Don't suffer in silence!
- Stay warm. The instructor is required to provide you with a heater or make adjustments as necessary if you request it.
- Models with long hair should bring something to pull it back with, as most instructors want their students to be able to see the form of the neck.
- While posing, stay as still as possible. Do not eat, drink, chew gum or talk to the students. Do not let your eyes wander around the room as it makes them difficult to paint or draw. Avoid eye contact with the students while posing—it is very disconcerting.
- You should expect a break after 40-45 minutes of posing in a seated position. Breaks should come more often in a standing or difficult pose (about every 20-25 minutes).
- Remember that you will be in the same position for a period of time. After posing, remember to move carefully. Stretching is recommended to avoid injury.
- No person (instructor or student) is to touch the model. If this happens, inform the model coordinator immediately.

- Males must remain in an unaroused state. If you cannot control this, you should not be a life model.
- The instructor should ensure the door is closed to keep out drafts as well as persons not in the class. Certain classrooms are by the nature of the building design more open than others—instructors will endeavor to maintain the privacy of the class to the best of their abilities.
- The instructor will ensure that there is adequate supervision while the model is posing, especially during life poses.
- Models are not permitted to bring any other person with them while they are modeling for a class.
- Do not commit to an extended pose (one that takes place over the course of two or more classes) if you are unable to attend all the classes.

If there are ever any situations that arise that make you feel uncomfortable, please tell the Instructor. If your concerns are not alleviated or if the instructor is the source of your concern please contact the model coordinator immediately.

Model Attendance and Scheduling

The reliability of a model will be a key factor in his/her success at the Columbus College of Art & Design. When a model does not show up for a class, the instructor's course plan is disrupted.

Please contact the model coordinator as soon as possible by phone (call or text 614.352.3272) if you cannot attend a scheduled class for any reason!

The model coordinator needs time to contact the Instructor and arrange for a replacement.

- Weekly Schedules will be emailed to you. When possible, assignments for the full term will be made with advance notice.
- Please notify the model coordinator advance of any days you are unable to work your normal availability.
- Chronic lateness or 2 or more absences in a semester may result in the model's dismissal. No call/no show will also be grounds for dismissal.

Model Pay System and Compensation

- Models are considered independent, self-employed contractors by the College. No guarantee of hours is given. Hours scheduled may vary due to a number of factors beyond the control of the model coordinator.

- Because models are considered to be self-employed, the College does not offer any benefits, including but not limited to medical insurance, social security, worker's compensation or retirement saving plans.
- Models are paid every Friday for the hours worked the previous pay period. Pay periods run from Thursday morning through Wednesday night. You may pick up your check from the model coordinator's office on Fridays, or arrange to have it mailed to you.
- The pay for a class is for three (3) hours, unless otherwise specified.
- The model is responsible for paying the income tax on all monies earned. The College does not withhold from the paychecks any taxes. Every year the College will send a Form 1099 reporting gross income for the previous year to the model and the appropriate tax authorities.
- Models will receive identification cards that will identify them as models at the Columbus College of Art & Design. Any additional privileges associated with the ID cards (such as free admission to the Museum and 20% discount at the CCAD Supply Store) are not guaranteed and can be revoked or amended at any time.
- The model will be issued a student parking permit and may use the student lots on campus. Please see Security if you have any questions about parking privileges.

College Cellular Phone Policy

To ensure the privacy and protection of our models, the College has adopted the following policy:

“Usage of cellular phones or image-recording devices is prohibited in the presence of nude models on campus. Additionally, cellular phones may not be used in other classrooms unless permission is granted by the instructor. Students who are on-call or who are anticipating an emergency phone call should inform the instructor at the start of class. Failure to abide by this policy could result in the student being asked to relinquish the cellular phone during class, leave the classroom and be counted absent for the day, or other disciplinary action if appropriate.”

To avoid disrupting the classes they are posing for, models should ensure their cellular phones are either on “silent ring” or turned off during class time. In the event of an emergency, a model can be reached by contacting the model coordinator (222.6178) or CCAD Security (222-6165).

Acknowledgment of Receipt

Each model is responsible for reading and being familiar with the Life Model Handbook.
After you have read the Handbook, please sign and return this page to the Model
Coordinator.

I have received a copy of the Life Model Handbook and have read it carefully. I understand that this Handbook does not create an express or implied contract between the Columbus College of Art & Design and me. I understand that this handbook does represent a set of guidelines for the Life Model Program and the college reserves the right to modify, supplement, revise or rescind any part of this handbook as it deems necessary or appropriate.

Signature

Date

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