

LYME ACADEMY

OF FINE ARTS

MODEL POLICIES

The professional work of models is the bedrock of the Lyme Academy of Fine Arts (“The Lyme Academy”); we are grateful for your cooperation and the work that you do. As a model at The Lyme Academy, you will be responsible for knowing, understanding, and adhering to the following policies:

Scheduling:

Scheduling begins at least 4 weeks prior to the start of each trimester. Models will be contacted directly concerning their availability by their preferred means of communication.

Models must arrive at least 10 minutes before the start of the pose and be ready on the model stand at the beginning of each class. Repeated tardiness will result in termination of employment and adjustment of pay.

Absences:

The credibility of our curriculum hinges on the reliability and performance of our models. Repeated tardiness or absences will result in termination. If you must be absent, please contact the Model Coordinator at least 48 hours in advance so a replacement can be found.

Payment/Compensation:

Models are Independent Contractors and will be compensated at a rate of \$25.00 per hour. Payment will be mailed bi-weekly to the address on file. All models must have a current W-9 on file.

Timesheets:

Models are responsible for maintaining model payment forms. Completed forms must be turned in order to receive payment.

Modeling Conduct:

The class teacher is responsible for choosing any and all poses. For lengthy or extended poses the teacher will work with the model to find a pose that is comfortable for the extended period. Only at the request of a teacher, or a student with the teacher’s consent, may a model correct or change the pose.

Given that students are working precisely and accurately, models are asked to memorize and hold each pose to the best of their abilities. The model’s feet and any props required for the session will be outlined in tape by the teacher or studio assistant to help with consistency of the pose.

During breaks, models must wear clothing or a robe.

Models are entitled to 5-minute breaks for each 20-minute period of posing, as well as one 15-minute break at the middle point of a modeling session. A teacher or studio assistant will keep track of the time with a timer. Models must adhere to the break schedule at all times. By way of example, a 3.5-hour pose will have a pose/break schedule as follows: 20’ - 5’ - 20’ - 5’ - 20’ - 5’ - 20’ - 15’ - 20’ - 5’ - 20’ - 5’ - 20’ - 5’ - 20’ .

Models should eat and hydrate before beginning their pose and communicate to the teacher or studio assistant if they feel faint or unwell. Models may bring light snacks and water to consume during their scheduled breaks.

Studio Limitations:

Photography is not permitted in the studios without the express permission from the teacher and the model.

All individuals, including models, must refrain from talking while in the studio, and all cell phones should be in silent mode.

Models should never be touched.

Non-fraternization Policy:

The Lyme Academy has a non-fraternization policy. All communication with faculty, students, staff, and models must be on a professional basis only.