

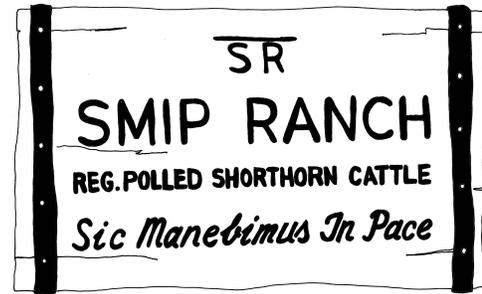


Djerassi Resident Artists Program
Survival Manual 2018



A LITTLE HISTORY

Stanford University Professor Carl Djerassi (1923-2015) founded the Djerassi Resident Artists Program with his partner and future wife Diane Middlebrook in 1979. Working with the fledgling Syntex Corporation in Mexico in the 1950s, Djerassi and his colleagues developed synthetic progesterone from yams. This discovery was the chemical building block for the first oral contraceptive. In 1963 proceeds from the The Pill enabled Djerassi to purchase a 1200 acre tract of land in the Santa Cruz Mountains, which he called SMIP Ranch. On this spectacular property, with its breath-taking views of the Pacific Ocean and its quiet solitude, Djerassi started a cattle ranch and built a home. His children, Pamela and Dale, later built homes of their own on the property.



The origins of the Program lie in a personal tragedy for the Djerassi family. In 1978, Pamela Djerassi, a poet and painter, died by suicide. While trying to come to terms with his daughter's death, Carl Djerassi visited Florence with fellow Stanford professor, author and companion Diane Middlebrook (they married in 1985). On this trip, they were inspired by the patronage the Medici family had given to artists of their time and began to consider how the world might have been different if the Medicis had extended their patronage to women artists. A way to honor Pamela through the gift of time to living, female artists emerged. Working at first through the Stanford University Art Department and Stanford's Center for Research on Women--which Diane had co-founded--Djerassi Resident Artists' Program took root, under the auspices of Carl's family foundation.

In 1979, graphic artist Tamara Rikman arrived from Jerusalem to spend a year living and working at Pamela's house and studio (facilities that now function as the Program's administrative offices). For the next three years, four women and one man were the beneficiaries of this opportunity. Much was accomplished artistically, but the women shared feelings of isolation. An early resident suggested that the ranch manager's house and the barn on another part of the property (the SMIP Ranch) might be converted into living and studio facilities for use by a group of artists.

With Diane Middlebrook, Carl established a comprehensive residency program, available to ALL artists in a variety of disciplines. Sculptor George Rickey's Hand Hollow Artists Foundation in upstate New York was used as a model, and two older, established colonies, MacDowell Colony and Yaddo, provided examples and inspiration. Leigh Hyams, a well-known Bay Area painter, was hired as the first executive director in 1983. The cattle barn became the Artists' Barn (named in 2017 as the McElwee Family Artists' Barn). It was enclosed and renovated to create studio and living spaces for visual artists, choreographers, composers and media artists. The ranch manager's house became the Artists' House, with live/work space for 4 writers and 2-3 staff members and interns. In 1982 the Program emerged in a form that would be recognizable today. Successive directors Susan Learned Driscoll, Sally Stillman, Charles Boone, Charles Amirkhonian, Dennis O'Leary, and Margot H. Knight, have each made improvements to the facilities and left their own mark on the Program.

In 1999, the Program became an independent non-profit organization (all assets of the Djerassi Foundation were conveyed to the Program and the Foundation ceased to

exist.) Carl donated the land and buildings and some of the outdoor art he and the Foundation had commissioned to the Program and left the Board of Trustees as well. At that time Carl left the Board of Trustees. His son Dale is the only remaining Founding Trustee. Alexander Djerassi, Dale's son and Carl's grandson joined the Board in 2017.

The 1990s saw many changes to create a more public face for the Program. The Program offered an annual Open House/Open Studios event, evening salon-style gatherings with alumni artists (now dubbed Djerassi Forever salon evenings,) and an annual gala, now called Artful Harvest.

In 1999, a conservation easement, suggested by Trustee Dale Djerassi, was granted to Peninsula Open Space Trust (POST), creating a \$2.2M fund to protect and maintain the land and buildings AND requiring 12 fee-free hikes for the public annually. Paid Director's Tours were also added. The easement protects the natural resources of the land in perpetuity.

The 90s also saw the establishment by ED Charles Amirkhanian, of **Other Minds**, a week-long retreat, coupled with performances in SF, of international composers. This concluded in 2015 after a 21-year run.

In July 2014, the Program partnered with LEONARDO, the International Society for Arts, Sciences and Technology to launch *Scientific Delirium Madness*, a residency linking art and science. 2014 also marked the advent of fee-based workshops led by Djerassi alumni. These and other activities continue at present, permitting the public and supporters to glimpse the workings of the Program while sustaining the quiet, retreat-like character of the experience for the artists-in-residence.

In the early 1990s, the Djerassi Resident Artists Program was one of the original thirteen founding members of the Alliance of Artists' Communities, a national professional organization dedicated to supporting the field. Now with well over 300 institutional members and many individual supporters, the Alliance is the advocacy voice for artist residency programs throughout the world. Djerassi personnel have been involved in Alliance affairs and its governance since its inception.

Through the 80s and 90s, the Program allowed a few hardy alumni artists to use the McElwee Family Artists' Barn for special projects during the winter months, when otherwise the Program was closed. With the addition of a new insulated roof (replaced in 2018) and other improvements to the Artists' Barn in 2000, this practice became formalized. Today, the Program regularly welcomes alumni who apply for project-driven Winter Residencies. These residencies make the Program a year-round one, with year-round staff, enabling it to serve over 100 artists annually.

The 2000s brought a series of renovation projects, largely funded by longtime friends of the Program, Sue and John Diekman and Carl Djerassi himself. The "Old Barn" (named the John & Sue Diekman Old Barn in 2017) a late-19th century structure was stabilized and now serves as a space for temporary performance and visual arts installations. The Artists' House deck was repaired and new water tanks and filters installed. In 2014, the Diekmans made a generous gift in memory of former Trustee Ryland Kelley to renovate the kitchen in the Artists' House.

In 2012, the Program completed construction on the Diane Middlebrook Studios, located to the northwest of the Artists' Barn. Diane Middlebrook, Carl Djerassi's late wife, was an integral figure in the establishment of the Program and a highly respected author, professor, and academic. The first purpose-built studios on the property have raised the profile of the Program in the literature community. The studios were designed by former Board Chair, Cass Calder Smith/CCS Architecture.

Since its inception, artists have created site-inspired sculptures on the property--the sculpture inventory lists over 130 installations, of which about 60 still exist. The sculpture program is constantly evolving as the installed work deteriorates and new work is created. A newly adopted legacy program allows iconic sculptures to be repaired.

Djerassi Resident Artists Program is the largest fee-free artist residency program west of the Mississippi and considered among the most prestigious in the world. Each year scores of artists from across the United States and abroad--selected from nearly 900 applicants--travel to take inspiration from the beautiful surroundings and their colleagues. It is a place for risk-taking and exploring new ideas. Residents thrive on the intellectual stimulation and the collegial interaction with other artists in this close-knit community, forming friendships and artistic collaborations.

2018 DJERASSI PROGRAM STAFF

Margot H. Knight, Executive Director

Margot is enjoying her seventh job in the arts and humanities in 39 years, having served as ED since 2011. Each position has incorporated the things she loves--history, challenges, artists, scholars, education and access. Previous positions include the presidencies of United Arts of Central Florida and United Arts of Raleigh & Wake County, executive director of the Idaho Commission on the Arts and Washington State University's Oral History Office and staff positions with the National Assembly of State Arts Agencies and Washington Commission for the Humanities. She is a proud recipient of the Michael Newton Award. A frequent consultant, speaker and grants panelist, she has also served on over 25 chamber of commerce, tourism, regional planning and cultural boards, including the Florida Division of Cultural Affairs, Visit Orlando, and Florida Cultural Alliance. Margot lives on the property-- in the house that Pamela Djerassi built--with her husband, Nick, and two cats. She can be reached at margot@djerassi.org or via Facebook @MargotHalidayKnight or Twitter @artsmargot or Instagram @muggol1

Cynthia Kagay, Director of Development

Cynthia has over 18 years' experience generating revenue and increasing support bases for expanding national and local non-profit and for profit art organizations. Prior to joining Djerassi, Cynthia worked in many capacities including but not limited to the Gallery Director for Crown Point Press, the Coordinator for the Society for the Encouragement of Contemporary Art at SFMOMA, Event Coordinator for the Aspen Art Museum and Gallery Manager for Haunch of Venison, London. Cynthia has comprehensive experience working and volunteering with arts and culture organizations and philanthropic institutions in the US, Europe, and Asia, and has been passionately involved in arts education advocacy at the national, state, and local levels. Cynthia earned an MFA from the University College of London, and a BFA from the California College of the Arts. In her spare time, she can often be found in the snow, surf, in her own art studio, and participating on the boards of Artadia, Root Division and SFMOMA/SECA.

Tim DeVoe, Facilities Director

Tim's background as a fish surgeon and Burning Man construction manager along with his proficiency in blacksmithing, operating farm equipment and creating neo fabrication and kinetic

arts suits him perfectly for a job that changes with every day and every season. At Djerassi, Tim is the go-to guy for building repairs. He also assists artists with siting and fabrication of site-inspired sculpture that has been approved by the Executive Director.

Terra Fuller, Advancement Director

Terra, originally from rural Indiana, lives in San Francisco and joined Djerassi in April 2015. Terra is an artist and arts administrator - she received her BFA from the School of the Art Institute of Chicago and her MFA from Yale University. For over five years, she lived and worked with painters in Ecuador, carpet weavers in Morocco and basket weavers in Namibia. Terra has also worked as staff at artist residencies in Vallejo, CA, Point Reyes, CA, New Zealand, and Chicago. At Djerassi, Terra coordinates donor and board relations, grant proposals and final grant reports, public events, and social media.

Judy Freeland, Residency Coordinator, IT Manager

Judy has been with the Program since 1994 and is a local La Honda resident with a background in painting, graphic design and interactive new media. Judy coordinates the application and panel processes and schedules the artists' residencies each season. Judy also maintains the Program's computers and information technology. She has worked as an adjunct faculty member for Foothill Community College in the Computers Technology and Information Systems Division and as an Instructor for technology workshops at San Jose State University and UC Santa Cruz Extension. She earned her BA in Conceptual Information Arts from San Francisco State University. She is also a painter.

Carolyn Clark Bush, Bookkeeper

Carolyn joined the staff in 1998 after serving eight years as Office and Business Manager with the Contemporary Arts Forum in Santa Barbara, California. Previously, she worked as a grant writer for several institutions including the Contemporary Museum and the Volcano Art Center in Hawaii. Carolyn received her MA in Classics from the University of California, Santa Barbara, and has been active as both an arts administrator and artist for more than 20 years, blending an interest in unraveling the intricacies of a non-profit office with a love of textiles and design.

Madelaine Corbin, Executive Assistant

Maddy grew up in Corvallis, Oregon where she graduated with her BFA in Applied Visual Arts and a minor in Art History from Oregon State University. Before arriving at Djerassi, Maddy spent time in a chemistry lab helping synthesize new pigments. She worked for an artist on a barge during its conversion into a Floating Food Forest to grow edible perennials for residents of New York City. And she recently developed her own series of mobile natural dye gardens where she grows her own color for dyeing textiles. Maddy's variety of interdisciplinary experiences in and around the arts inspire her to passionately support other artists and their work. She is excited to be at Djerassi as the Administrative Assistant.

Anza Jarschke, Resident Manager

Anza came to Djerassi from Napa, CA—where she was born and raised—after working at di Rosa Center for Contemporary Art and as a community mental health crisis counselor. She attended college in Lake Tahoe, receiving a BFA in Fine Arts: New Genres and a BA in Psychology. An artist herself, Anza enjoys supporting artists just as much (or more!) as making

her own work. Currently pursuing a MA in Social Justice and Community Organizing, she spends any free moments reading and doing homework.

Rewa Bush, Program Associate

Rewa Bush first became involved with Djerassi as a volunteer and intern, and is excited to join the Program full time. She received a BA in English with a minor in Environmental Studies from Oberlin College. It was through years of work with the Oberlin Student Cooperative Association that she learned to love fostering supportive community spaces. She is currently in training to become an astronaut. Her favorite things are hiking and drawing in the redwoods, and she hopes to get to know every secret nook on the property.

Daniel Tosh, Chef

Originally from the Midwest, Dan has lived in the Bay Area for eleven years. He joined the Djerassi Program in 2007 after working as a chef for Talula Bay Catering in Los Gatos. He worked as Sous Chef for Valeriano's Restaurant in Los Gatos from 2003 to 2006. Dan attended the College for Creative Studies in Detroit, Michigan, receiving a BFA in ceramics; he continues to work as a ceramic artist in his spare time.

Wade Watkins, Building and Grounds Assistant

Wade was born and raised in the community of La Honda (just 15 minutes from Djerassi), on a 110 acre ranch working with cattle and horses. Wade has been in many trades including working in carpentry, with heavy equipment, at Alice's Restaurant, and at the Ritz Carlton in Half Moon Bay. For the last 4 years he has been in the Fire Service as a Volunteer Fire Fighter in La Honda, through which he holds an EMT as well as many other certifications. Wade is an absolute people person and would love to hear your story and share more about his when he is not busy on the trails, the tractor, or in the shop. His hobbies include the Fire Service, dirt bike riding, hunting, fishing, snowboarding, and anything outdoors.

Kevin Kelsey, Facilities Engineer

Kevin is first and foremost a musician, he has played music since he was 8 years old, and picked up his instrument of choice, the electric bass, at age 13; he has also been playing upright bass for the past 15 years. He is an experienced automation engineer, who worked in the high-tech machine world of Silicon Valley for over 15 years, specializing in precision motion control. He came to Djerassi early in 2017, and has shown to have a well suited skill-set to improve our systems and facilities in all areas. He also supports artists and the design and construction of approved on-site installations. Kevin has a BSEE and a BA in Physics/Engineering.

Faryn Borella, 2018 Residential Fellow

Originally from Vermont, Faryn is excited to be returning to her rural roots here at Djerassi in the Residential Fellow position. Faryn is currently a Master of Arts in Social Change student at the Graduate Theological Union in Berkeley, where she is studying how to be a religious leader working within movements for justice and liberation for all peoples. She is also a singer, and is interested in pursuing cantorial ordination, to be a liturgical song leader within the Jewish religious tradition, after she graduates. Also, Faryn is a dancer, performer, photographer and writer, in which she likes to explore intersection between disability and art and disability access in art. In her spare time, she is a Jewish educator in youth and family programs around the Bay Area.

STAFF CONTACT INFORMATION

Ranch Office

The Ranch Office is located below the Artists' House kitchen, **Resident Manager Anza Jarschke** and **Program Associate Rewa Bush** work from this office, with the support of **Residential Fellow Faryn Borella**. They are your main staff support. The Ranch Office Hours are **daily from 9:00am – 1:00pm** unless otherwise announced or posted. You can reach them by phone (650-747-0691) or email (anza@djerassi.org and rewa@djerassi.org).

The Resident Manager, Program Associate, or Residential Fellow will be at dinner each weeknight. Ranch staff lives on-site **but are not on duty 24-hours-a-day**. This means questions and requests should be saved for regular office hours and dinner times, not late hour or early morning. Please respect their privacy and time off when they are in their own spaces, **except in an emergency situation**.

Ranch Kitchen

Each weeknight, dinner is served at 6pm in the main kitchen located in the Artists' House. The **Chef, Dan Tosh**, will be working in the kitchen from 4:00pm – 7:00pm Monday through Friday. The best way to address any food-related questions or issues is to talk to Dan at this time. Please note that Dan's shopping days are typically Tuesdays and Fridays.

Barn Shop

The shop is located in the McElwee Family Artists' Barn, to the left under the carport. **Facilities Director, Tim DeVoe** is usually on site M-F. If you have specific questions about tools or materials or need anything moved or fixed, you can find Tim around the shop during his workdays, or you can leave a message on the Shop phone (650-747-0202).

Administrative Office

The Administrative Office is located 2 miles west, on Bear Gulch Road. The offices are connected to the Director's House, which was built by Pamela Djerassi and her husband and is currently the home of Margot H Knight and Nick Walsh. **The administrative staff** works in the office by the Director's House between 9:00am – 5:00pm, weekdays. Contact this office with any concerns that cannot be addressed by the Ranch staff. Email: info@djerassi.org or call: 650-747-1250

ON CALL STAFF

Due to our rural location, a staff member will always be on-site OR nearby *in case of an emergency*. Emergency numbers and staff home/cell numbers are located in all phone booths and on the back page of this Survival Manual.

ALWAYS CALL 9-1-1 FIRST.
Then call the On-Call Cell Phone: (408) 605-9154.

Other emergency numbers are listed inside each phone booth.

THE DJERASSI COMMUNITY

One of the most important, unique, and memorable aspects of your time here is the opportunity to live and work amongst a group of fellow artists. We hope that you make friendships and spark collaborations that will extend far beyond your month at the ranch. Being part of a communal live/work space, however, is also one of the most fragile elements of the residency experience. Everyone must do their part to be cooperative, constructive, and considerate members of our community.

Sharing our Home

We strive to make every artist feel as much at home as possible during your stay. At the same time, we like to say that: while you are at home here, you are also a guest in the homes of eleven other people. Please be mindful of this when using communal spaces. Treat our furnishings and amenities as you would treat things that belong to you. It is expensive to replace these items and many other artists need to use our towels, dishes, furniture, etc. after you.

Djerassi Soundscape

Plainly said, sound travels VERY well in our ranch buildings and throughout the landscape. Please keep this in mind when you are going about your work or having conversations. The Artists' House should be treated as a library during the day so that writers working in their studios may have a quiet space. **Keep in mind** that most noise in the Artists' House living room, kitchen, and back deck can be heard in the writers' rooms.

Because the McElwee Family Artists' Barn houses artists who need sound for their work, it is a more noise-friendly space. If noise in the Artists' Barn becomes disruptive, please try to work out a schedule or acceptable volume level amongst yourselves or with assistance of staff.

Staff members may necessarily make noise to accomplish their duties. As a working ranch, some grounds maintenance requires the use of loud equipment; staff meetings are occasionally held in our Ranch Office, and dinner preparation occurs in Artists' House kitchen. Though sound created by these activities is unavoidable, artists should feel free to express when their work is being disrupted, and an amicable solution will be reached.

Artists' Privacy

Artists' privacy is respected at all times. Bedrooms and studios are your private spaces and will not be infringed upon, except in the case of emergency. Please respect the privacy of your fellow residents.

The Artists' Ranch is private property. This means that outside parties should not be on our land without the permission of the Program. We may occasionally host small groups of donors and alumni for hikes or meetings, but will do our best to alert you in advance of these visits. We will also remind you before we conduct our Sculpture Tours on the property. A full calendar of events and visits is posted on the board above the mailboxes in the Artists' House.

We CAN ask you to leave!

Every artist selected to the Djerassi Program has **earned** the right to be here, and it is a sincere privilege for us to be able to get to know you and to support you in your work endeavors. However, if you are disrupting the balance of the community, ignoring guidelines outlined in this manual, or engaging in unacceptable or illegal behavior, the Program reserves the right to ask you to leave the residency immediately. (P.S. We have never had to do this and hope we never invoke this clause!)

BEFORE YOU LEAVE US—with sadness

Please help us prepare the space for the next artists to come through. We ask you do the following before your departure.

- 1) Return relocated furniture, kitchenware, and other items to their original location. Return any fans or portable heaters to central living areas (barn or house). Repaint studio walls, if necessary.
- 2) Ensure all heaters are turned off (double-check in the Middlebrook studios).
- 3) Make sure the dishwashers are loaded and start their wash cycles.
- 4) Strip bed sheets down to mattress pads and remove duvet covers from duvets. Remove pillowcases from pillows. No need to remove blankets or spreads. Place bed and bath linens in the Laundry Room of the Artists' House OR on the tables in the Artists' Barn.
- 5) Check and double-check studio and communal spaces for personal items.
- 6) Turn off all lights.

CONSERVE AND SUSTAIN

Part of the mission of the Djerassi Program is to *preserve the land on which the Program is situated*. While you are residents here, please do your part to help us conserve our resources and steward our land. Here are some ways you can help:

- ◇ **Conserve Electricity:** A significant portion of our budget goes to lighting, heating and cooling space. Please turn off all lights at the end of the night or when you are not using them. Keep your thermostat at a reasonable temperature and use electric heaters sparingly. Shut down communal computers when not in use.
 - ◇ **Re-Use:** If you are printing drafts, try using scrap paper or recycle your one-sided printed materials. Use empty food containers for paint, glue, or other art supplies. Please re-use paper and bags when possible.
 - ◇ **Recycle and Compost:** Mixed recyclables go into appropriate receptacles. Please break down boxes. Put your food scraps in the green compost bin, rather than the trash.
 - ◇ **Be “green” in the products and materials you use:** If you need toxic materials for your work, please use them considerately and consult staff on how to dispose of them properly.
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WATER

The Djerassi Program is lucky to have a constant supply of fresh spring water. This water comes from a horizontal well in the hill behind the Artists' House. Please help us conserve this essential resource. Here are some favorite tips from <http://wateruseitwisely.com>:

- ◇ Toilet leaks can be silent, but costly. We once lost half of our water storage tank overnight due to a leaking toilet! **Alert staff immediately** if you hear a gurgling noise coming from the toilet, or see ripples on the surface when it should be calm.
- ◇ Dishwashers use less water than washing dishes by hand.
- ◇ Run the washer and dishwasher only when they are full. We can save up to 1,000 gallons a month.
- ◇ Washing clothes in cold water saves water and energy and helps your dark clothes retain their color.
- ◇ Shorten your shower by a minute or two, and you'll save up to 150 gallons per month. Better yet? Shower every two or three days. You're in the country with environmentally-conscious friends!
- ◇ Turn off the water while you brush your teeth and save up to 4 gallons a minute. That's up to 600 gallons a week for a residency cohort of 12!
- ◇ We use cloth napkins at dinner. Please re-use your napkin for breakfast and lunch if possible (marked by your unique napkin ring throughout your stay), and toss it in the wicker basket for washing when it becomes dirty.

6. AMENITIES AT THE RANCH

The following items are available to you here on site.

Library

There are three libraries housed in Ranch facilities, providing a vast selection of books, journals, magazines, videos, DVDs, tapes, and CDs. If you use items from any of the libraries while you are here, please re-shelve them properly when you are finished.

- ◇ **Literature/Alumni Work/Audio CDs** The primary library is upstairs in the Artists' House and contains books from the collection of Pamela Djerassi as well as works donated by alumni. Books by Djerassi alumni are indicated with a green sticker on the spine. This library also holds our collection of compact discs. Recordings by Djerassi alumni are marked with red tape. Archive lists of alumni materials are kept digitally by staff; please inquire if you wish to reference them.
- ◇ **Videos/DVDs** The Office/Media Room under the kitchen holds our collection of videotapes and DVDs. Media by alumni is color-coded by genre. We also have an eclectic collection of feature films on both DVD and VHS.
- ◇ **McElwee Family Artists' Barn Library** The third library is located in the Artists' Barn. This library includes our art books, periodicals, pulp fiction, and miscellaneous literature.

Have a friend or relative who was here before? Check out the alumni directories and annual scrapbooks in the Library in the Artists' House.

We appreciate all donations to the library, especially works by our residents! If you would like to contribute any of your publications, CDs, DVDs, or other materials, please leave them with the Anza or Rewa, or mail them to the office.

Laundry

Laundry facilities are located in both the Artists' House (in the basement, beneath the kitchen) and McElwee Barn (in the hallway near the Choreography Studio). Please feel free to use the washing machine and dryer as needed. There is a clothesline in the backyard of the Artists' House and a drying rack in the Artists' Barn. Remember, hanging clothes to dry saves power! Detergent is provided at no charge. Please be courteous about the sound caused by these machines by using the laundry facilities.

Newspapers and Magazines

The New York Times is delivered on Sundays, and the online version is on the Artists' Barn computer. We also have subscriptions to an assortment of art-related magazines including *The New Yorker*, *Poets & Writers*, *Poetry*, *Zoetrope*, and *Art in America*. Please leave current papers and magazines in the Artists' House living room for all to read.

Maps and Guidebooks

All maps and guidebooks are kept in the Ranch Office, so please help yourself. Maps of the 5 ½ miles of hiking trails, along with a guide to on-site sculptures are distributed to each artist. Until you are familiar with the property, it is a good idea to carry a map while hiking. *Always confine your walking excursions within the property boundaries* (to the best of your knowledge) and try to stay on designated open trails. We have a collection of field guides and other reference materials related to local flora and fauna available as well. Feel free to use these guides on your hikes and get to know our wildlife!

Studio/Room Furnishings

Ask staff for assistance before rearranging or removing furniture and other items from your room and studio. We ask that you **leave your studio better than you found it**. This includes, resetting any moved furniture to the best of your ability, returning borrowed items (including kitchenware!), patching/painting marked walls, and disposing of trash into receptacles at the end of the month. We ask you not to use any adhesive on the walls of your studio other than blue tape, which we have available for purchase. Items in need of repair/replacement or any unusual circumstances should be reported to staff as soon as possible.

We provide bedding, linens, and towels during your stay. Please ask a staff member if you need any additional bedding materials – we can provide extra pillows and blankets in addition to what you already have in your room. However, we *do not* provide toiletries (e.g. shampoo, conditioner, soap, etc.).

Cleaning Service

A professional housekeeping service is scheduled every Monday from 10:00 am – 2:00 p.m. We will remind you of these dates in advance. Please be aware of the cleaners' presence and adjust

your routine appropriately to vacate areas where they are working. Each bedroom will be vacuumed, dusted, and have the trash emptied. Please recognize that the housekeepers need your cooperation to do their jobs efficiently and effectively.

If you should choose not to have housecleaning come into your space, please perform this light cleaning on your own. We ask your space be better than you found it upon your departure.

Smoking/Candles

There is no smoking in the Artists' House, Artists' Barn, or Middlebrook Studios. Fire hazards in this region require that you be exceptionally cautious. Please consult the Staff about the designated smoking areas. Make absolutely certain your embers are extinguished; do not put smoldering remains in the trash.

The use of candles in your bedroom, studio or outside on the Djerassi property is prohibited.

Computers

Two communal computers have been set up for resident artists to share in the Artists' House and Artists' Barn libraries. You may use these computers for email or other brief Internet needs. In the Artists' Barn common area, there is an IMAC near the windows. This computer has the Adobe Creative Suite and is connected to a scanner/laser printer. In the Artists' House there is a computer with a printer. A larger format printer is available for use in the office.

**Note: All computers should be shut down overnight due to occasional electrical brownouts. Do not change any Preferences or download any software on communal computers.*

****Never try to reset the wi-fi connections in the Artists' Barn or Artists' House.****

Printers

All communal computers are connected to printers. If you have the proper drivers and compatibility, feel free to use the USB cable to connect our printers directly to your own computer for printing. Please be conservative in your printing needs so as not to waste ink and paper. Please use scrap paper and print in low-ink/"draft" mode when appropriate. If you need to print more than 50 pages of black and white printing during your stay, or would like to do high-quality photo printing, we ask that you pitch in towards the cost of ink and paper. If you have any questions or need help with the printers, please see a staff member.

Equipment

We do not provide supplies for your art making practice. However, we do have limited equipment that you can borrow during your stay. Standard power tools are available for your use in the shop, ONLY after demonstrating to Tim that you know how to use them. Please talk with Tim before taking anything from the shop or if you have any questions.

A projector, screen, digital video camera, TV, DVD player, and VCR can be checked out of the Ranch Office for projects and presentations. Other equipment available for your use includes an electric kiln, Epson photo printer, digital camera, tripod, cables, stereos, etc. For a full list or help with these items, just ask! We have many supplies in storage, and it never hurts to ask even if it isn't on the list.

Please note that these items may also need to be used by the Djerassi staff. We cannot guarantee exclusive use of any of our equipment.

GUEST POLICY

Accommodations

Accommodations at the Djerassi Program are limited to selected individual resident artists only. NO accommodations for spouses, children, or pets are available. Family or friends who are in the area for brief visits *cannot* be accommodated overnight at the facility. There is an excellent Airbnb not far from the Ranch, located on Swett Road (a couple of miles north, off Skyline Boulevard): <https://www.airbnb.com/rooms/7131639>. Otherwise, the closest guest facilities are in Palo Alto, Redwood City, and Half Moon Bay. In a pinch, Margot & Nick can offer their guest room on a limited basis.

Day Guests

Day guests are welcome to visit you during your stay. To maintain a retreat environment, however, please adhere to the following guidelines.

- ◇ Small groups of no more than 3 or 4 people during daylight hours.
- ◇ All guests must sign a “General Release” form and log their trip in our “Road Use” book.
- ◇ Please stay with your guest(s), escorting them during their stay.
- ◇ Do not interfere with the work of your colleagues and respect their privacy.
- ◇ If your guests are coming for a meal (other than Dinner Guests, see below), please ask them to contribute their own food, as supplies stocked in the kitchens are for resident artists only. If they join for a Saturday community dinner, they should plan to contribute a dish or beverage.
- ◇ Again, we cannot accommodate large groups of guests, even for work-related purposes.
- ◇ Please be sure all guests have directions and a map to the Program. Give them the appropriate landline (Artists’ House or Artists’ Barn phone) to call if they get lost.
- ◇ *Pets cannot be accommodated.*

Dinner Guests

Friday nights are open for dinner guests. Reservations for dinner guests are accepted on a first-come basis, with a limit of six total guests per night. Artists are allowed one dinner guest per session at no charge. A fee of \$20 is charged for each additional dinner guest.

Reservations must be made at least two days in advance by notifying the *Resident Manager* via email (anza@djerassi.org). Once confirmed, staff will then place guest names on the Program Calendar located in the dining area. Please ask your dinner guests to plan to leave the Ranch at a reasonable hour, so that they can drive safely on our mountain roads. Administrative staff,

Trustees, Program donors and their guests occasionally join us for dinner, and they will be noted on the calendar as well.

BEYOND THE GATE

The following describes amenities and procedures for communication and transportation.

Telephone Booths

Artists' House: (650) 747-9146

Artists' Barn: (650) 747-9145

There are telephones in private booths for artists' use in the Artists' House and Artists' Barn. Be considerate of others with regard to the amount of your phone use and in the accurate transcription and relay of messages for other residents.

Cell Phones

Cell phone service is available, but VERY inconsistent (Verizon and Sprint have the best signals, AT&T is okay, and T-Mobile does not get a signal). If your phone works in or around Ranch buildings, *please* be courteous with your conversations. Remember that even normal speaking voices may carry disruptively through indoor and outdoor areas; respect your fellow residents sound-space. This also applies to the use of Skype or other voice-based computer programs. Please do not use these programs in the bedrooms of the Artists' House as the walls have always been and continue to be paper-thin.

Copy and Scan

There is a scanner available by the computer in the McElwee Family Artists' Barn. A copy machine is available in the Ranch Office. Please discuss with staff if you need to send a fax.

Mail

Each studio has its own designated mailbox, located by the front entrance of the Artists' House. Outgoing mail should be placed in the plastic wall basket labeled "Outgoing Mail" (next to the front door of the Artists' House). Residents' incoming mail will be delivered every few days and placed in your mailbox. Stamps are available for sale in the Ranch Office of the Artists' House, where you can also find a scale. Outgoing mail with deadlines *must* be brought to the staff's attention as it may require a special trip off the mountain. Please give yourselves plenty of leeway for rent checks, grant applications, etc.

Shipping

It is **best to ship items via UPS** because they deliver/pick-up directly to/from the Administrative Offices and Ranch. Direct all **incoming** mail and packages to be sent to the Administrative Office at: **2650 Bear Gulch Road West**, Woodside, CA 94062.

To ship **outgoing** packages, you must set up your OWN account via email or telephone. Please be sure to indicate the gate code (#1234) in your instructions for pick-up. The address at the Ranch is: 2325 Bear Gulch Road West, Woodside, CA 94062.

AVOID FEDEX and the U.S. Postal Service for large packages being sent TO you unless you want them delayed or lost or never delivered (TRUST US ON THIS!) The U.S. Postal Service and FedEx will not deliver large items directly to the Ranch (this includes

Amazon Prime shipments). If your package is larger than a toaster, it will be held in Woodside and retrieved on Friday's Town Trip or at the next earliest convenience for staff. It is often quicker to buy convenience items on Town Trip.

*****Internet (or what passes for it and feels like dial-up)*****

We are wireless! BUT: *Please be aware that our Internet connection is notoriously, frustratingly spotty and slow.* We **highly** recommend that you do any planned downloading in advance of your residency, and be sure to stay well ahead of online application deadlines. If the Internet signal goes down, alert a staff member so that the problem may be solved as quickly as possible.

Laptop computers with built-in wireless modems should connect instantly to the Internet from your room or studio. There are 3 access points on the network: the Artists' House, the Artists' Barn, and the Middlebrook Studios. There is a password for the Artists' Barn wifi only, which is **djerassi** (all lowercase).

You cannot stream ANYTHING from the Djerassi property without affecting other artists or our neighbors on the mountain. Plus it is NOT a satisfying experience. We have a fixed amount of bandwidth usage monthly; additional fees are incurred when we go over our limit. Use the Internet for work if you need to and **download** any books, films, binge-worthy television shows, music or other recreational materials **before you arrive**. Of course, you do not let this stop you from using the Internet for work purposes. *Just be prepared to be frustrated.*

Artists who rely on the Internet for their work have sometimes expanded their cell data plans and brought personal cellular hotspots with them (Verizon is the most reliable). This is recommended if you would like consistent access to a reliable Internet connection.

BEST IDEA—Go full digital detox and enjoy the downtime. Put an “out of office” note on your email that tells people you are in the remote mountains of California communing with your muse and may be unable to respond with the alacrity they have been conditioned to expect from you.

Health Accommodations

If you have medical or mental health appointments/needs while you are in residence, please speak directly with Residency Manager, Anza Jarschke, to best coordinate. Program staff will do their best to work with you to meet your needs.

A full listing of AA meetings in San Mateo County can be found at: <https://aa-san-mateo.org/meetings>. We can work with you to find the best time and place to attend.

There is a San Mateo County Intergroup/24-Hour Helpline at (650) 577-1310.

Errands and Rides

Each week, a member of the staff will go on a “Town Trip” to Silicon Valley to run errands for the Program and resident artists. *This is your opportunity to get anything you need.* Most supplies can be located in the vicinity of Redwood City, Menlo Park, and Palo Alto. For the sake of time, we confine the Town Trip to this area. Typically we will leave at 10am and return between 1pm

and 4pm. If you would like to choose your own materials or just feel like leaving the Ranch for a few hours, you are welcome to come along.

If you would prefer to avoid civilization, you may give us money and a list of what you need. To make this easy and efficient, please research any items in advance, be sure to give us enough money to cover your purchases, and be as detailed as possible about the items you request (while understanding that we might have to compromise if we can't find the exact thing).

If you need to leave the property more often than this weekly trip, we suggest you consult Program Staff about renting a car. Special arrangements *may* be made for transportation to the airport or other necessary, work-related trips, but we cannot always guarantee staff availability. Please plan ahead.

Be respectful to the Program and your fellow artists-in-residence with your comings and goings. The atmosphere of the creative retreat can easily be disrupted when residents choose to frequently leave the property. Of course, we understand that occasional excursions for fun and/or business are necessary, but remember: *"an empty studio is a waste to us all."* We ask that you are not gone for more than a total of 3 days throughout your residency.

Car Rental

An empty studio is a waste to us all, but we understand that circumstances arise and artists may need to venture off the mountain. There are car rental businesses in town if you would like to rent on a town trip and return the following week.

Road Use

The Program's San Mateo County Conditional Use Permit requires that we maintain a record of road trips to the Artists' Ranch. The Road Use log is located atop the Artists' House mailboxes. Program Residents with an automobile do not need to record their comings and goings in the Road Use Log, but if you have any visitors, log their trips.

Please limit vehicle use to paved roads. Depending on weather and conditions, vehicles can be driven on the dirt road as far as the Old Barn, only with approval. *Please consult with Tim before proceeding.* Do not drive off the road in any wet or muddy conditions – this can damage both our trails and your car.

All staff and Program vehicles are for the use of staff only.

Directions to the Djerassi Program

Make sure all guests have directions and a map with the gate code (**#1234**). These can be found in the Ranch Office or the folder labeled MAP/DIRECTIONS on the desktops of all communal computers. Directions to the Ranch can also be found on our website at www.djerassi.org/map-and-directions.html

FOR OUR RECORDS

Presentations

Within the first week of your residency, we will invite artists to introduce themselves and their work by giving an informal 10-minute presentation to their fellow residents after dinner. A sign-up sheet will be posted in the kitchen within the first few days of your residency. Out of respect for each resident's time, the time-limit will be STRICTLY adhered to. This is a low-stress presentation designed to accelerate your knowledge of each other's practices. Bring something you shared of your work before—no need to reinvent something just for this. This is ABSOLUTELY optional. We just find it is a great way to accelerate collegiality and conversations.

Photographs

To create a permanent record of the Program, photographs are taken of the artists and their work while they are in residence. The Program Associate will come around to each studio to take a headshot and studio shot (about 15 min) on a specified day toward the end of your residency. These are sometimes used in brochures, annual reports, newsletters, and grant applications to publicize the Program and raise funds for operations. Past photo albums are kept in the Artists' House library.

Artist Pages

We ask every artist who comes to Djerassi to leave behind an "Artist Page," which is an 11" x 14" drawing, painting, collage, notation, score, or text created in a reflection of your time here. Archival paper for creating your Page is available in the Ranch Office. Currently, we have over 2,000 Artist Pages in the archive. There are examples of Artist Pages hanging over the fireplace in the Artists' House and the Artists' Barn kitchen. We ask that you add to this collection as a lasting legacy of your stay at the Program. Selected pages are reproduced for sale/auction to advance the Program—with your permission.

Evaluations

Each artist is asked to complete an online evaluation form at the end of your residency. Your feedback helps us improve the program and meet the needs of resident artists. We also use your words for publicity and fund-raising: thoughtful responses are appreciated! Please complete this form the MONDAY before you leave. Or Margot & Nick will not give you dessert at the farewell dinner for you at their home that night.

IN THE BACKYARD

Due to unsafe conditions, please limit your walking to established trails on the Djerassi property. Contact staff if you have questions.

Sculpture Program

We have more than sixty site-specific sculptures at the Ranch. The work is constantly changing as the environment alters existing works and new pieces are created by artists-in-residence. A

map and information will be distributed during our orientation hike (extra copies are in the Ranch Office). Program staff members and volunteer docents conduct tours of this collection for the public, usually twice a month. We will notify you in advance when these tours are scheduled and will attempt to avoid any disruptions.

If you would like to add an installation or sculpture to our sculpture collection during your residency, please meet with the Resident Manager and request a copy of the *Sculpture Installation Request Form*. **We require all proposals to be submitted in the first two weeks of your residency.** The larger the installation, the more time will be needed. Do not start on any intended installation until it is approved.

We hold the visual arts rights to all pieces on the property. Please share your pictures on social media—we only ask that you identify the artist, piece, and tag Djerassi Resident Artists Program.

Flora and Fauna

Our Property is rich with biodiversity. We are documenting this through the app, iNaturalist. Consider downloading the iNaturalist app onto your smartphone prior to your arrival to add your observations to our project, “Djerassi Resident Artists Program” during your residency.

Being immersed in the local flora and fauna is a wonderful part of living here at the Ranch. Because the property is relatively undisturbed by human impact, wildlife is abundant! The following are things we feel you should be aware of while hiking and exploring the land.

◇ **Poison Oak:** The property is covered with poison oak, which is easily identified if you are on the lookout for it. It grows in vines with groupings of 3 shiny leaves with scalloped edges and can range from green to red. Contact with poison oak can result in an itchy, uncomfortable rash that can spread if left untreated. If you have hiked off the trails or think you've come into contact with poison oak, please take it seriously—if you remove the oils from your skin and clothing immediately after contact, you can avoid breaking out. After a walk, wash exposed areas well with Tecnu lotion/soap (available in first aid kits and from the Resident Manager). Always change clothes and wash them in hot water with ample detergent. Consult a staff member if a rash breaks out- it is important to keep an eye on the rash so that it doesn't spread or turn into a larger concern.

◇ **Ticks:** After hiking, be sure to check your body and clothing for ticks. Lyme Disease is less common in Northern California than in the Northeast or Midwest, but it is still a serious and hard-to-diagnose disease. It is best to avoid initial contact with ticks.

If you choose to explore tall grass or brush wear long clothing. Often when you find a tick on your body, you will be able to simply brush it off (or grab it and flush it). If the tick is embedded into your skin, please consult a staff member about proper techniques for removal. It takes 24 hours for ticks to attach themselves—self-examination after walking in the woods is a **MUST**. The most obvious symptom of Lyme disease is a red bulls-eye rash around the bite. Seek medical attention *immediately* if you have this symptom. If you are concerned about the risk of Lyme Disease, save the tick in a ziplock with a moist cotton ball to have it analyzed.

- ◇ **Rattlesnakes:** Rattlers can be found on the Djerassi property, especially during the hot summer months. If you encounter a rattlesnake, be sure to give it plenty of space. They are more afraid of you than you are of them. Also be careful when walking in the grassy fields, or stepping over fallen logs and other “hiding places.”
- ◇ **Bobcats and Coyotes:** These larger animals can be seen on the property all year long and are typically calm, quiet and elusive. There have been rare sightings of **Mountain Lions** on the Djerassi property. *Do not startle or corner any wild animal. Let them know of your presence, and they will generally avoid contact. If you feel endangered by a wild animal, do not crouch down or turn to run- do what you can to appear large and make eye contact while speaking loudly in a firm voice. Convince the animal that you are not prey and that you may be a danger to it.*
- ◇ **Horses and cows on neighboring properties** should not be approached under any circumstances.

EMERGENCY INFORMATION

THE ON-CALL STAFF CELL PHONE NUMBER is (408) 605-9154.

Program it into your cell phone right away as “Djerassi Emergency.” You can call, text, or WhatsApp us at this number.

Please familiarize yourself with emergency procedures and protocol during your first few days. There are binders with specific information located in both the Artists’ House and Artists’ Barn. Get to know your surroundings so that you can be calm and confident in an emergency situation. **ALWAYS CALL 911 first** – emergency personnel can be here within 25 minutes.

First Aid

Ranch staff members are CPR and First-Aid certified, and know how to use the defibrillator in the McElwee Artists’ Barn. First Aid kits are available in the Artists’ House kitchen and by the extra sinks in the common area of the Artists’ Barn. If you use the last of anything or we are running low, please inform the staff.

Our emergency meeting location is: front driveway outside shop area

Fire

If you see or smell fire, take action immediately. Call 911 in the case of immediate danger. If you notice smoke or suspect fire, call the King’s Mountain Fire Department at (650) 851-8897. Fire extinguishers are located throughout facilities- take note of their locations. Also, identify the locations of our hydrants and garden hoses. Be aware of the following:

- ◇ **McElwee Family Artists’ Barn Alarm System:** The Artists’ Barn and Middlebrook Studios are fitted with an automated fire alarm and sprinkler system. When the sensors detect smoke, the alarms will sound, and the fire department will

immediately be contacted. The mainframe panel for the system is located in the hallway outside the kitchen, across from the door to Studio A.

- ◇ **In the case of a false alarm, please act quickly** so that the fire department will not have to make an unnecessary trip to the Ranch. Silence and reset the alarm yourself by following the procedure written on the panel. It is imperative that Ringhammer Security (**800-662-1711**) be notified when the alarm is triggered; only they can override the system's signal to the fire department. In order to address any problem, they will need our account number, which is: **RHSP4154**. If you panic at the alarm and cannot do this, immediately call a staff member.

Earthquake

The Artists' Ranch is located near a major fault line where earthquakes are common. In the event of an earthquake, a dangerous situation can be avoided by advance emergency preparedness and by remaining calm in the moment. Review this safety procedure so that you are prepared to handle an emergency and be mindful not to panic. If everyone follows these guidelines, our property will be one of the safest places to endure a severe earthquake.

General guidelines for riding out an earthquake are as follows:

- ◇ If you are inside, stay inside. Find a sturdy place where you can brace yourself, such as under a desk or table, in a doorway, hallway or corner. Stay clear of windows, mirrors, skylights, bookcases and other potentially dangerous, falling objects until the shaking stops.
- ◇ If you are outdoors, stay there. Move away from buildings, trees, and power lines. Move towards shelter only when the earthquake is over.
- ◇ If you are in your car, pull over and stop. Try not to park under transmission wires or trees. Stay in your car until the earthquake is over.
- ◇ When the shaking has subsided, someone (preferably a staff member) should evaluate and consider turning off the water, gas, and power.

SOCIAL MEDIA

In spite of our remoteness, you can still find us online! Follow along, tag, share, and engage!

   @DjerassiProgram

ITEMS AVAILABLE FOR PURCHASE

Price List

Djerassi Program T-shirt	\$25.00
Djerassi Program Sweatshirt	\$40.00
Djerassi Program Hat	\$20.00
Djerassi Program Tote	\$10.00
Djerassi Program Water Bottle	\$15.00
Djerassi Program Mug	\$10.00
18 Days in June Book: New	\$40.00
18 Days in June Book: Used	\$20.00
Loose Djerassi Postcard	\$0.25
Ream of Paper	\$4.00
Photo Paper	\$1.00 per sheet
Envelope: Business Size	\$0.10
Envelope: 6" x 9"	\$0.50
Envelope: 9" x 12"	\$0.75
Bubble Mailers	\$0.75
Stamps	As priced
Batteries	\$0.50
Mini DV Tape	\$7.00
Blank CD	\$0.75
Blank DVD	\$1.00
Toothbrush and Toothpaste	\$2.00
Phone Cards	As priced
Copies	\$0.05 per page

**Djerassi Resident Artists Program
TELEPHONE NUMBERS**

AT THE RANCH

EMERGENCY ON-CALL CELL: (408) 605-9154 *(program it into your phone)*

Artists' House		(650) 747-9146
McElwee Family Artists' Barn		(650) 747-9145
Staff Contact Info	Email	Home/Cell
Ranch Office (Anza & Rewa)		(650) 747-0691
Barn Shop (Tim)		(650) 747-0202
Administrative Office	info@djerassi.org	(650) 747-1250
Anza Jarschke	anza@djerassi.org	<i>Emergencies ONLY if no answer at emergency number (408) 605-9154</i> H: (650) 747-9768 C: (707) 337-6146
Rewa Bush	rewa@djerassi.org	<i>Emergencies ONLY if no answer at emergency number (408) 605-9154</i> H: (650) 747-9488 C: (650) 380-6510
Tim DeVoe	tim@djerassi.org	<i>Emergencies ONLY</i> C: (530) 318-2388
Dan Tosh	dan@djerassi.org	<i>Emergencies ONLY</i> C: (408) 771-6886
Margot H. Knight	margot@djerassi.org	<i>Emergencies ONLY</i> H: (650) 747-0311 C: (407) 963-5309 Nick Walsh: (407) 310-6760

EMERGENCY

IN AN EMERGENCY, CALL 911 FIRST
Must Give Address: 2325 Bear Gulch Road WEST
and Gate Code: #1234
THEN call EMERGENCY CELL: (408) 605-9154

Medical Care

Sequoia Hospital	(650) 369-5811
Stanford University Hospital Emergency Services	(650) 723-5111
Seton Coastside Medical Clinic Emergency Services	(650) 563-7100
Palo Alto Medical Foundation (Urgent Care)	(650) 321-4121
Kaiser Permanente Emergency Services	(650) 299-2200
Kaiser Permanente General Inquiry	(650) 299-2015
Fire Department: Kings Mountain Fire Brigade	(650) 851-8897
Sheriff: San Mateo County Sheriff	(650) 363-4763
Other	
California Poison Control	(800) 222-1222
Ringhammer Security (Fire Alarm) ACCT #RHSP4154	(800) 622-1711
San Mateo County Intergroup/24-Hour Helpline	(650) 577-1310