Welcome to The Studio of The Corning Museum of Glass

We are pleased to have you join us at The Studio. This packet contains important information about The Studio and Museum campus, resources available to you during your class, and safety rules, as well as helpful information about Corning and the surrounding area.

At this Museum, diversity, equity and inclusion are priorities shaping our future. We believe that actively fostering a culture of inclusion that respects, celebrates, and values differences furthers our mission to inspire people to see glass in a new light. Thank you for partnering with us in building a glassmaking community at The Studio where everyone is treated with kindness and respect.

Getting Here

The Studio is located across the parking lot of The Corning Museum of Glass, located at One Museum Way, Corning, NY. For a campus map, airport, bus, and parking information, check our visitor page here: https://visit.cmog.org/plan-your-visit/getting-here. You can fly into The Elmira Corning Regional Airport, which is a 15-minute car ride from the Museum. If you need transportation from the airport to your accommodations, we recommend making arrangements at least 24 hours before you plan to arrive in Corning. We recommend Bill’s Taxi at +1-607-731-8801, Total Transportation +1-607-734-6161, Vet’s Taxi +1-607-962-8294, or Terps Enterprises at +1-607-795-4426. Please mention that you are a Studio student. Please note some taxi’s are cash only, and will be approximately $25 – 50 usd.

Sunday Night Welcome Dinner & Monday Morning Orientation

If you arrive in time, please join us at The Corning Museum of Glass Café at 7:00 pm for an informal Sunday night dinner before your class starts. To reach the Café, park or walk behind the Museum and walk down the courtyard ramp to the back entrance. Once inside those doors, continue straight through the retail shops area and the Café will be at the far end on your right. Studio staff will be there to welcome you.

Class begins with orientation at 8:30 am on Monday morning in The Studio’s Lecture Room. The Studio is located in the building directly behind the Museum. There is a white and red Studio banner outside the main entrance. The Studio Lecture Room is located directly off the Studio entrance lobby on your right.

Student Packets

If you are on our room & board plan, your official welcome packet will be waiting for you at your hotel’s front desk. Students not on our room and board plan may pick up their packets in their classrooms on Monday morning before or after orientation.

Staff

We are here to help you have an educational and enjoyable experience during your class. Please let us know if we may help you in any way. Prior to their arrival in Corning, the instructors have been thoroughly interviewed about equipment and material needs for their class. As this is not possible with the students, we urge you to tell us early in your stay of any special needs or requests that may develop as you begin your study at The Studio. Please contact Sara Wolff at wolffsm@cmog.org or 607.438.5100 with any questions or concerns. Below is a list of Studio staff for your reference:
Amy Schwartz is Director of The Studio.
William Gudenrath is Resident Advisor.
Sara Wolff is Student & Instructor Services Specialist.
Harry Seaman is Senior Facility Manager.
Kevin Fletcher is Assistant Senior Facility Manager.
Devin Connolly is Facility Team Leader.
Moira Holbrook and Kelli McKee are Studio Coordinators.
Richard Whiteley is Senior Programs Manager.
Megan Mathie Jack is Learning Programs Specialist.
Ann Jakle is Residency & Project Manager.

Room & Board Plan Information

If you have signed up for our room & board plan, we have made a reservation for you at our host hotel, Quality Inn, located at 66 W. Pulteney St. Corning, NY 14830. with check-in the Sunday before your class begins, and checkout the Sunday after your class ends. If you need to add additional nights to your reservation, you should contact the hotel directly to add and pay for additional nights. You are responsible for phone calls, additional days, and any other charges incurred during your stay. Check out time is 11:00 am. You must check out by 11:00 am, or you will be charged for an extra day. Please see the hotel’s desk clerk for details.

Quality Inn provides a continental breakfast. Free coffee and a fruit bowl are available at The Studio. There is also a fridge in The Studio Lunch Room that students may use if you opt to bring in your own food. The Museum Café is open from 9:00 am – 5:00 pm for food purchases, and snacks, coffee, and tea available until 7:00 pm. We will bring in lunch for those on the room and board or lunch plans throughout the week. We offer vegetarian and vegan options, and gluten free by request. Room and board students will have dinner meal cards enclosed in their folder. Meal cards can be used at participating local restaurants on the restaurant list. Please present your meal cards before ordering. Dinner is not provided on the night your class ends. We encourage you to plan dinner with your classmates on the final evening of your session.

Although you may eat dinner at your convenience, we suggest eating at 5:30 pm. This way you are sure to have fellow students as dinner company, and plenty of time in the evening for practice and special events.

If you have not opted for the room & board plan, you may join the group for lunch for an additional fee. Please contact Sara Wolff in The Studio office for details at 607.438.5100 or email wolffsm@cmog.org.

If you are opting to make your own housing arrangements, there are other hotels in close proximity to The Studio. The Staybridge Suites is nearby. If you’d like to stay there, please call 1-607-936-7800 or email sbscorning@aol.com and identify yourself as a Studio student to get a discounted rate. The Hilton Garden Inn is very near The Studio, but does not offer a discounted room rate for students. Contact them directly for rates and availability.

In addition, some local people rent rooms in their homes to students. If you'd like to see a list of options for private home stays, please fill out the contact form on this page. The Studio merely provides this list, we do not make arrangements for home stays.

Hours of Studio Operation

Classes will generally run from 9:00 am – 4:00 pm, however, your instructor may vary class times. The Studio will be open for practice time Monday through Friday evenings until 11:00 pm. The Studio closes at 6:00 pm on Saturdays and is open Sundays for pick-ups or light cold working. On the evenings that the furnace will be charged, the hot shop will close early to ensure adequate melting time and quality glass the next morning. In addition to regular class time, there are special events scheduled. Please see the class schedule for details. If you must be reached during class hours, you may give out our telephone number, 607.438.5100.
End of Classes

One-week classes end on Saturday at 4:00 pm, two-week classes end on Friday at 4:00 pm, and a complete shop clean-up will take place from 4:00 – 6:00 pm. All students are expected to participate in the clean-up.

Museum Membership

Signing up for a course at The Studio brings the added advantage of a free one-year Museum membership if you are not already a member. Membership entitles you to free entry into the Museum, discounts in the Museum Shops (check with Museum Shops for details) and Museum mailings about upcoming events. You will receive your digital membership card by email. Guest Services can look up your membership, and we can print your membership card by request.

Visiting the Museum

There will be special guided tours of the Museum scheduled during your class session, and you are always welcome to visit the galleries on your own as well. The Museum is open from 9:00 am – 5:00 pm daily. You will receive your digital membership card by email. Guest Services can look up your membership, and we can print your membership card by request.

Library Access

The Museum’s Rakow Research Library has an extensive collection of books, journals, images, and videos on the history of glass, glassmaking, and design. The Rakow is currently open Monday through Thursday 10:00 am – 4:00 pm. You’re welcome to visit the Library at your convenience and browse our collections. The staff also invites you to attend a brief introduction to the Library on Tuesdays at 12:30 pm, in the Library. If you are researching a particular topic and would like to have materials prepared for you ahead of time, please call the Library at 607.438.5300, to let them know your needs. You may also explore the Library’s collections at rakow.cmg.org. The Library is located at the far end of the same building as The Studio, toward Bridge Street.

Photography Room

Before you leave you may want to take images of the work you’ve created at The Studio in our photography room. There are specific dates and times listed on your class schedule when a photographer is available. Please sign up for the time you would like to use the facility.

Critiques

Critiques are available from some of our instructors and staff. If you are interested in having your work reviewed, please bring your digital images and/or portfolio, drawings, etc. You will be able to sign up for a session during your class.

Internet Access

The Studio has free Wi-Fi throughout the facility. There is also a computer available for you to check e-mail in one of our upstairs workrooms. This room is located at the top of the stairs across from our Make Your Own Glass workshop area, first room on the right. The room is unavailable on Wednesdays and Fridays at lunchtime when the massage therapist is using it.

- Network: The Studio – Guest
- Password: weloveglass
Lockers

The Studio is not responsible for lost or stolen property. Lockers are provided for you to store your personal belongings. Locks are available for a $5.00 (cash only) deposit. Please see Sara in The Studio office if you wish to rent a lock.

Massage

We are joined twice per week (on Wednesdays & Fridays at lunchtime) by PK Smith, a local massage therapist, who will give 15 minute chair massages for $20.00 dollars (cash only). Please sign up on the bulletin board for one of the three slots available each day. PK is willing to return to The Studio for additional massage time. Please speak directly with her to make arrangements.

Headquarters Sculpture Tour

If you are planning to attend our tour of the Corning Incorporated Headquarters’ sculptures, please keep in mind that there are no cameras or cell phones with camera capabilities allowed on this tour and a photo ID is required. You must sign up on a list in Sara’s office Monday morning because they require your birthdate, country of origin, and an RSVP list prior to your visit.

Shipping Glass & Holiday Sale Donations

The Studio offers pre-paid shipping options to domestic destinations. Some restrictions apply. Please see Guest Services at The Studio front desk for forms to arrange your shipping. Instead of shipping your work, please consider leaving pieces behind for us to sell during our Holiday Glass Sale. All proceeds from this annual sale help us raise money for scholarship and residency programs.

Class Lists

On the last day of class, we distribute to each student a name/e-mail list of students in their class. If you do not want your name on the list or need to make any changes, please tell Sara early in the week.

Studio Safety & Class Policies

- Eye protection must be worn when working with glass or assisting others. Safety glasses with wrap-around frames/lenses or eyeglasses with side shields are acceptable forms of eye protection.
- Close-toed shoes and appropriate clothing are required in all work areas. Reach out to a Studio technician for guidance.
- There is no smoking allowed anywhere in The Studio or outside in any public areas. There is a designated smoking area outside the north entrance of The Studio.
- Alcohol and drugs are not permitted on Corning Museum of Glass property. Anyone who appears to be under the influence of drugs or alcohol will be asked to leave.
- First aid kits are located near the sink in all work areas. Additional first aid supplies are available in the Tech Office.
- Any injury, including a burn, should be immediately reported to Studio staff.
- If a fire alarm sounds, please stop what you are doing and leave by the closest exit. We meet in the center of the parking lot in order to be away from the building and provide a clear path for emergency vehicles. Wait there for the message that we are cleared to re-enter the building.
- Any dangerous behavior that puts the user, other people, tools, and equipment at risk is unacceptable.
- Visitors are not allowed in the classrooms. However, they may watch from the hallway through the viewing windows or from the bleachers in Hot Shop A.
• If you would like to experiment in another shop (i.e., try flameworking if you are in a furnace working class), you must have prior permission from the instructor or the teaching assistant of that shop.
• A Studio technician must certify you before you may use each piece of equipment in the cold shop.
• Music is allowed only after 5:30 pm and at the discretion of your instructor.

Harassment Policy

• The Studio of the Corning Museum of Glass is committed to providing a safe and positive environment for all who work, volunteer or visit. Harassment because of – and discrimination against – people of all protected classes is prohibited. Under federal and New York State law, these classes include age, race, religion, creed, color, national origin, sexual orientation, military status, sex, disability, marital status, domestic violence victim status, gender identity, veteran’s status, criminal history, and reproductive health decisions. Harassment includes any action or words which create an intimidating, degenerating, hostile or offensive environment. Everyone is expected to respect the rights and wishes of others and to avoid and refrain from conduct that would interfere with anyone else’s rights.
• Sexual harassment will not be tolerated. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender. A sexually harassing hostile environment includes, but is not limited to, words, signs, jokes, pranks, intimidation, or physical violence which are of a sexual nature, or which are directed at an individual because of that individual’s sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, or which interfere with the recipient’s job performance.
• We believe in actively fostering a culture of inclusion that respects, celebrates, and values all aspects of diversity. Thank you for partnering with us in setting the tone for your class by using inclusive communication and redirecting and reporting inappropriate behavior. Please report any harassment that you observe or experience to The Studio so that corrective action can be taken.

Share with Us.

The Studio team is committed to delivering excellent experiences to our instructors and students, and we value your feedback to help us achieve that goal. In addition to hearing your responses to our facility and programs, we also care about your physical, mental, and emotional wellbeing. There are several ways to share:

• We are always striving to improve our classes and facilities, and students are provided a paper Class Evaluation form on the last day of class. Evaluations are anonymous unless a student chooses to write their name on the form. Please ask early in the session for any special equipment or material needs. We may have exactly what you want stored out of view.
• Talk to us! The Tech staff is always on-site and on call at 607-368-2475 to respond to your needs or hear feedback about the facility and resources. Any Studio staff with whom you feel comfortable will open their door to hear your ideas and concerns.
• You can voice your concerns to Amy Schwartz, director of The Studio, via email at TheStudio@cmog.org.
• As a member of The Studio community, it is important that you feel comfortable and safe in this space. If you have a concern that you would like to bring to our attention anonymously rather than through the methods listed above, you may do so by using the online form linked with the QR code below. Submissions are sent anonymously to Amy Schwartz unless you add your name to the form.