

Jury Application Requirements: Criteria, Procedures and Process

(2024 update)

Purpose

The purpose of the Standards Jury Committee is to insure the established levels of quality for the fine art (non-functional) and fine craft (functional or non-functional) exhibited in the AGP gallery.

An additional requirement is that the applicant must be able to present themselves well to our customers in the retail environment.

Evaluation Criteria

Design (creativity): Basic design excellence – function, personal expression, honesty, suitability, creativity, innovation and aesthetic quality; established design integrity.

Craftsmanship (technical expertise): Technical competency required of all artists and craftspeople – skill, integrity, finishing and other aspects of good workmanship.

Presentation: Appropriate and suitable framing for two-dimensional works that will be displayed on the wall – paintings, prints and drawings. Works on paper should be matted and framed under glass or cast acrylic. Paintings should be framed or utilize gallery wrapped canvas. All two-dimensional work intended for display on gallery walls are encouraged to use appropriate framing wire for hanging. Stands and bases for three-dimensional works should be provided.

Retail Skills: The Guild needs to ensure that we represent ourselves professionally at the gallery. We reserve to right to interview the applicant about their aptitude and skills in interacting with our customers. This may include coaching on appearance and social skills if necessary. These qualities are required and may be a reason acceptance as exhibiting artist might be denied.

Application Requirements

1. **A completed application form.** A separate application form with must be submitted for each media submitted for consideration.

Typical categories (those not listed here may be specified on the application form)

Non-functional (fine art) Painting • Prints Drawing • Sculpture
Photograph • Mixed-Media • Digital Art (original digital art; must show a high degree of originality if using source material, ie: not derivative of other artwork.)

Non-functional & Functional (fine art craft)
Ceramics • Woodworking • Metals • Jewelry • Glass
• Fibers • Mixed media

2. A short biography and an artist statement (Part 2 of application form). An (optional) exhibition record may be included

3. Digital Images (or photos of images if applying manually). The artwork itself may required upon request of the jury) of three different items along with an inventory list that includes title (if appropriate), media, size, date and retail price. If an item is part of a set, up to three examples per set may be submitted as an individual item. Examples of sets include 2D triptychs; a set of jewelry (coordinated necklace and bracelet); a pottery place setting in the same glaze (plate, bowl, cup); coordinated clothing (hat, scarf, mittens or jacket, skirt) etc.

Work that will NOT be considered by the jury:

- Items made from or based on kits or commercial patterns.
- Items made from commercial molds (unless the mold itself was created by the applying craftsman).
- Commercial products or items purchased and decorated (such as t-shirts, purchased unfinished furniture).
- Work made from combining purchased commercial objects unless the commercial objects are minor, functional components of the overall design and craftsmanship.
- Dried flowers unless employed in arrangement with original work.
- Jewelry that consists only of strung beads that do not incorporate any handmade element.
- Posters, cheap reproduction prints. Fine quality limited edition print reproductions (giclees) are permitted but must follow strict guidelines. See **“AGP Guidelines for Reproduction Prints”** for details.
- Digital impressions of appropriated images are not allowed. (Work that is not the artists’ own: i.e. clip-art, downloaded paintings, prints, drawings, etc.)

Outline of the Evaluation Process

- **All application materials (see “Application Requirements” above) must be submitted TOGETHER!** If the applicant is applying electronically, a preliminary application form may be filled out and left at the gallery but it will only used to notify the AGP about the person’s interest in becoming an exhibiting artist (see Option #1 below).
- The applicant has two options for submitting work to the jury:
 - Option #1 ELECTRONIC METHOD: Fill out the first page of this form with email address and leave with gallery staff (Gallery staff must notify AGP Board member immediately). Artist will receive an application packet via email. Or request packet via email above. Or fill out all forms via the website and submit materials by email.**
 - Option # 2 MANUAL METHOD: Take the application form home. Mail completed application with bio/art statement and printed images of artwork to the AGP address above. This may also be done via the AGP website.**
- The materials are received either via email or snail mail and forwarded to the **Jury Liaison**.
- Upon receipt of ALL MATERIALS by the Jury Liaison the application process begins. This process may take up to **14 days depending on the meeting schedule of the jury. The applicant will receive notification of the progress of their application within 30 days.**
- The jury may decide to request that the applicant submit actual work to the jury.
- The applicant may request notification (via email) that the materials have been received or for an update on the

status of the application. Otherwise, they will be notified about the application status within 14 days and the final decision within 30 days.

- If the application is rejected, the applicant will receive coaching regarding requirements for successfully re-applying.
- If the jury votes to accept the application, the new member may be required to have an in-person interview with a member of the board. After this qualifying interview, they must complete the Artist Contract and pay the \$50 annual fee. Upon receipt on these, the Gallery Manager will be notified to set up a time for training in gallery procedures.

Jury Liaison

1. Receives notification from gallery staff member who met with applicant and received the preliminary application email address (or board member who was notified by them).
2. Receives completed application packet either electronically or via snail mail.
3. Forwards application packet on to all jury members
4. Communicates with the jury and with the Board to facilitate a smooth jury procedure.
5. Tracks the application process to be sure the applicant has been notified regarding status (within 14 days) and decision (within 30 days)
6. Votes in place of an absent jury member (see below)
7. Reviews all split decisions (“3 to 2” decisions) with the Board and the jury members
8. Communicates the jury decision to the Board to complete the Liaison’s task (usually the President and Vice-President).

Rules for Jury Procedure

- The jury consists of five (5) members of the Exhibiting Artists group appointed by the Board. One member (non-voting) of the Board designated by the Board as “Jury Liaison”.
- The jury must follow the time schedule outlined above: they must notify the Jury Liaison regarding application status within 14 days. The Liaison must notify the applicant regarding the jury decision within 30 days (through the Jury Liaison and the AGP Board).
- If the jury requires seeing the actual work they must do so in a timely manner to respect the time frames outlined above.
- All jury decisions are made by majority vote. If a jury has a split decision (“3 to 2” decisions) this must be reported through the Jury Liaison to the Board. The Jury Liaison will then interview each jury member to confirm the decision.
- No jury member is allowed to vote for another jury member.
- The Jury Liaison will cast a substitute vote if a jury member cannot vote due to illness or absence. Note: this situation must be cleared by the Board President (or Vice President if President is unavailable).
- The jury must provide applicants who are rejected as Exhibiting Members with feedback on what they need to work on to successfully re-apply.
- If an Exhibiting Member leaves the gallery for more than three months they must resubmit work to be juried in again.
- If an Exhibiting Member wishes to exhibit work in another medium, they must submit to jury consideration in that medium following the normal jury procedures.