

## **Jury Application Requirements: Criteria, Procedures and Process**

### **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) exhibited in the AGP gallery.

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### **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 required to use appropriate framing wire for hanging. Stands and bases for three-dimensional works should be provided.

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### **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 (specific digital art; not derived  
from other artwork, not computer generated multiple prints)

**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 to five different items along with an inventory list that includes title (if appropriate), media, size, date and retail price. One additional detail image of each item may be submitted. 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) and etc.
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## **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 as part of an arrangement.
  - 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.)
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## **Outline of the Evaluation Process**

- **All application materials (see “Application Requirements” above) must be submitted at THE SAME TIME!** 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 this 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 60 days depending on the meeting schedule of the jury. The jury is required to meet at least every two months to consider applications. 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 30 days and the final decision within 60 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 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.
- **Responsibilities of the 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 30 days) and decision (within 60 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 function (usually the President and Vice-President).
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## **Rules for Jury Procedure**

- The jury consists of five (5) members of the Exhibiting Artists group appointed by the Board, plus one member of the Board designated by the Board as “Jury Liaison”.
- The jury must follow the time schedule outlined above: they are required to meet at least every two months, they must notify the applicant regarding application status within 30 days (through the Jury Liaison), they must notify the applicant regarding the jury decision within 60 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 in respect to 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.