

Jurors/Judges

Job Description

This chairperson is responsible for finding art professionals to jury and judge the exhibit and attend the reception, if possible. This chairperson also assists the juror/judges during the jurying and judging processes.

The term *juried* means that submitted artwork will be reviewed and evaluated for inclusion in an exhibit based upon technical skill, creativity, composition, and/or other requirements; such as, criteria established in the prospectus or selection of a body of work that will constitute a cohesive group of artwork.

Judged means that artworks in an exhibit will be evaluated to determine which ones shall receive special recognition by ranking higher than the others.

1. For the Eva Briggs Abstract Art Competition, the jurors/judges will be awarding first, second and third place along with three honorable-mention awards. For the Members Juried Art Competition and Annual Members Show, check with the exhibit chairs for a list of awards that will need to be selected.
2. Possible sources for suitable art professionals are the art departments of the University of Arizona and Pima Community College, The Drawing Studio, and Tucson's Museum of Art. See [Attachment A](#) for a list of possible juror/judges.
3. Two or three judges are recommended. Six months prior to the show, send a letter, describing SRAL and the exhibit, asking them to jury and/or judge it for an honorarium (current amount is \$200/person). Also, ask them to attend the reception, if possible. The letter should include a list of the awards they will be determining (refer [Attachment B](#) for a sample letter for Members Juried Art Competition, [Attachment B1](#) for the Briggs, [Attachment B2](#) for the Annual Members Show).
4. In September for the Briggs, in October for the Members Juried Art Competition and in January for the Annual Members' show, ask each juror/judge to provide a biography. For the Briggs, also ask them for a statement about abstract art and what they look for when assessing abstract work. To assist them in writing this statement, send the judge Eva Briggs' original statement (refer to [Attachment C](#)) and copies of the juror statements from past years as samples (refer to [Attachment D](#)). Note: do not send more than two in the letter. Refer to [Attachment E](#) for a sample letter asking for the abstract statement from a juror/judge.
5. One month before the competition, contact your jurors/judges to confirm the jurying and judging date and time; remind them of the reception date and time, and ask if they are available to award the ribbons and money prizes on that day. [Attachment F](#) is a sample letter for the Briggs, [Attachment G](#) is for the Members Juried Art Competition and [Attachment H](#) is for the Annual Members Show.

6. About a week before the jurying/judging, contact SRAL's treasurer to set up a time and place to get the check(s) for the juror/judge(s). It is customary to give them their honorarium check(s) when they have completed jurying/judging.
7. On the day of the juroring/judging, assist the jurors/judges. This can include moving paintings for them and answering questions. Please note that sometimes they will select more than one painting from the same artist. It is prudent to point this out to them; but let them make the final decision.
8. Once the judging is completed for the Members Juried Art Competition, work with the Exhibit Chairperson and Entries Chairperson to update the spreadsheet containing all the entries to reflect only the pieces juried into the exhibit. This task must be completed immediately after the jurors have completed their job. The same instructions will be put on each of these job descriptions in order for each chair to understand this process. This step also requires someone have a laptop with the spreadsheet on it available after the jurying is completed.
 - a. To do this, copy the entire spreadsheet and paste it into another sheet, so the original information is preserved. In one of these sheets, delete the pieces that were not juried into the show, the easiest way to do this is to highlight the entire row, right click on the mouse and delete the entire row.
 - b. Double check that the correct pieces were deleted.
 - c. Re-number the entries
 - d. Record the final entry numbers on the artist/title cards after the # sign.
 - e. Using the final list, hide everything but the artist name and artwork. Save this list in a PDF format. It then needs to be e-mailed to everyone who entered artwork into the show, informing them that this is the list of pieces that were juried into the exhibit.