



# **JUROR ORIENTATION MANUAL**



Federation of Canadian Artists

# Introduction Page

Dear Signature Status Members

- Congratulations on your new status!

One of the most exciting benefits and responsibilities as an Associate (AFCA) or Senior (SFCA) Signature Member of the Federation is having your voice in shaping the development of the membership and the creation of our exhibitions.

One of the best ways to build an organization that you are proud to be a part of, is to put your voice forward in deciding what artworks exhibit in the gallery.

This manual is your guide to jurying processes and procedures with the Federation. It covers topics including:

- **Types of Jurying**
- **How Jurors are Selected**
- **Juror Responsibilities**
- **How Jurying Works within the FCA**
- **Guidelines to Consider when Awarding Your Points**
- **The FCA Jury Point Scale**
- **The Online Jury Process**
- **In- Person Award Jurying**
- **Providing Feedback – Written or Video Conference**
- **Selection Committee Jury**
- **Selection Committee Feedback**

Once again, congratulations on becoming a Signature member of the Federation.

Warm regards,

**The Standards Committee**  
**Federation of Canadian Artists**

# Contents

- Introduction Page ..... 0**
- Types of Jurying: ..... 3**
- How Jurors are Selected: ..... 4**
- Juror Responsibilities:..... 5**
- How Jurying Works: ..... 6**
- Prior to the Jury– Staff’s Role in Submissions: ..... 6**
- Guidelines for Assigning a Point Score: ..... 7**
- The Federation Jurying Point Scale: ..... 8**
- Point Scale Application for Active Status: ..... 8**
- Point Scale Application for Exhibitions: ..... 8**
- Online Jury Process – What to Expect:..... 9**
- Recommended Jury Method:..... 12**
- Awards Jurying..... 12**
- Awards for Online-Only & Chapter Exhibitions:..... 12**
- Awards for In-Gallery Exhibitions:..... 13**
- Providing Feedback – Active Status Applications: ..... 13**
- Selection Committee Jury – What is it? ..... 14**
- Selection Committee Jury – How It Works? ..... 15**
- Selection Committee Feedback: ..... 16**
- ADDENDUM #1 – PROVISIONS DUE TO PANDEMIC; COVID 19:..... 17**

## Types of Jurying:

Type of Jury	Description of Jury	How Often?	Influence on the Organization	Who can jury?
<b>In-Gallery Exhibition Jury</b>	Jury Consists of two parts: 1) Online jury of submissions 2) In-person jury for awards	Dependent on how many annual in-gallery exhibitions are planned for the year	Votes determine which artworks exhibit as part of the in-gallery exhibitions and helps artists accrue points towards their Signature Status Applications	AFCA and SFCA
<b>Online-Only Exhibition Jury</b>	The jury for acceptance into the exhibition and awards are online-only. Artists cannot earn Signature Status points with acceptance to online-only exhibitions	4 – 5 Times a Year	Online-only exhibitions are an opportunity for artists to exhibit and sell their artwork  They also expand the Federation’s online presence nationally and internationally	AFCA and SFCA  The online-only component means that this is a good jury option for jurors who live outside of metro Vancouver
<b>Chapter Exhibition Jury</b>	Facilitated by the Federation’s Chapters for their Affiliates. Affiliates hold membership with the FCA as a national organization and the Chapter as an Affiliate.  Exhibition acceptance and award jurying take place online	The Federation has 14 Chapters which each host between 1 – 2 exhibitions each, annually	Participating in these juries ensures that the artwork submitted to Chapter exhibition meet Federation Standards  Accepted artists also receive Signature Status points towards their Signature Membership Applications	AFCA and SFCA  Another good option for jurors living outside of metro Vancouver
<b>Active Status Jurying</b>	Online-only Each artist submits a portfolio of ten images which jurors see randomized and mixed with the other applicants for that intake	All Year Round Two Intakes Every Month 1 Sculpture Intake per Month	Participating in these juries ensures that artistic standards of the Federation are kept. Your votes directly <b>determine which artists</b> can exhibit and pave the way for future Signature Status members.	AFCA and SFCA
<b>Selection Committee Jury for Signature Status</b>	SFCA Members gather in person in Vancouver to jury portfolios submitted for AFCA and SFCA status	Twice Annually Spring / Fall Intakes	This jury determines the artists who will spearhead and act as ambassadors for the Federation and Federation Standards moving forward.	SFCA Only

## How Jurors are Selected:

Per policy, all Federation exhibitions must consist of two Senior Signature Members (SFCA) and one Associate Signature Member (AFCA) unless express permission is given by the Standards Committee.

For in-gallery and online-only Federation exhibitions the Gallery Manager selects the jurors.

For Chapter Exhibitions and Active status exhibitions, the Membership and Chapter Coordinator selects the jurors.

To retain objectivity, the Staff attempts to ensure that no jurors are repeated on a panel throughout the year. So while a juror may be involved in an in-gallery exhibition, they can also be invited to participate in a Chapter jury and an online-only jury without conflict.

Jurors are sourced based on their areas of expertise, if they've won an award for a similar exhibition and their individual availability.

Please email your jury preferences to: [\*\*gallerymanager@artists.ca\*\*](mailto:gallerymanager@artists.ca)

Depending which jury you register for, either the Gallery Manager or the Membership and Chapter Coordinator will email you an invitation to jury including the exhibition name, thematic or stylistic requirements, online jury dates, in-gallery jury dates (if applicable) and a reminder of the FCA Juror Point Scale.

The Standards Committee have determined that there is the potential for too many discrepancies between the submitted digital image and actual piece delivered.

Therefore if accepting a jury invitation for an in-gallery exhibition, jurors must be prepared to travel to the gallery to assign awards.

This practical consideration limits juror inclusion for in-gallery exhibitions to artists living in the metro-Vancouver area. If you are a juror living outside of Vancouver, your help is needed with Active Status, Online-Only and Chapter jurying.

**Signature Members are expected to participate in at least one jury per year.**

## Juror Responsibilities:

Signature members partaking in juries must:

- Give the Gallery Manager their jury preferences to [gallerymanager@artists.ca](mailto:gallerymanager@artists.ca)
- Use the FCA Juror Point Scale Provided (see “FCA Juror Point Scale”)
- Not disclose their voting to anyone
- Submit their online votes as soon as possible to allow time for troubleshooting
- Notify the Gallery Manager if you:
  - Have any conflicts of interest. (Refer to the FCA Policy Manual for definition)
  - Suspect a submission to be a copy of another artist’s work or the result of a workshop or class
  - Suspect a copyright violation
  - Suspect the source material is not the artist’s original work
- Judge with fairness irrespective of your awareness of the artist’s work
- Judge in-line with the Federation’s assertion that there are objective measures when assessing a work of art’s strength

## How Jurying Works:

This section is to familiarize yourself with our jurying standards. The FCA holds that there are objective means by which to determine the quality of an artwork. While beauty is subjective, how well the elements of design are utilized can - for example, be measured.

The FCA uses a jury of peers; artists jurying other artists. Having achieved your Signature status, you have earned the right to jury for the Federation. This is an important part to play within the FCA and we take it very seriously and strive to maintain transparent and consistent jurying in all of our exhibitions.

## Prior to the Jury– Staff’s Role in Submissions:

Before jurors review the images, Staff have already approved all the submissions you review and may refuse a submission if:

- The image upload doesn’t meet FCA standards (cropping, in-focus etc)
- The works do not adhere to the call for submission
- There is a copyright violation
- The source material is not the artist’s own work (The FCA does not allow source material that is not their own even if the artist has license to use the image).

Staff oversee hundreds of artwork submissions, with many intakes happening simultaneously. If you do see something in the above list that has slipped through the Staff screening, please advise the appropriate member of staff to rectify the issue.

# Guidelines for Assigning a Point Score:

The following criteria is what the Standards Committee want you to consider when jurying:

## **COMPOSITION & DESIGN**

Is the composition interesting and does it work? Is the eye being led around the painting, or is it getting stuck? Is there an establishment of a center of interest, a focal point or does the painting feel lost or off balance?

## **DRAWING**

In a representational piece, drawing must be right.

## **VALUES**

Are the values creating an interesting design, and, in a representational painting, does the sense of light read correctly?

## **COLOUR RELATIONSHIPS**

Is colour skillfully used to create impact (a balance of neutral verses saturated, warm verses cool)?

## **VISUAL IMPACT**

Although this is slightly more subjective, does the painting grab and keep your attention?

## **MANIPULATION OF MEDIUM**

Does the artist demonstrate a command of their medium? A confidence in how paint is applied?

## **CONCEPT**

Is the artist doing something fresh? Something innovative? Something original?



## The Federation Jurying Point Scale:

The same numerical point scale is used for all jury types. However - your application of the point scale will differ depending on if you're jurying a portfolio for Active status, or an individual artwork for consideration for an exhibition. See overleaf:

### Point Scale Application for Active Status:

<b>POINT SCALE RANGE</b>	<b>EXPLANATION</b>
1 - 3	Works assigned this score are below measurable standards of the FCA and cannot be accepted for Active Status. A score of 1 would be assigned to work that had no clear understanding of image making. A score of 3 means the work is almost acceptable but has too many unresolved issues and/or the artist needs more practice.
4 - 7	Works in this range have measurable success based on the FCA Guidelines for Assigning a Point Score. A score of 4 has room to improve and a 7 is assigned to work that is outstanding


### Point Scale Application for Exhibitions:

<b>POINT SCALE RANGE</b>	<b>EXPLANATION</b>
1 - 3	Works in this range are below measurable standards of the FCA and are not permissible for display in FCA exhibitions
4 - 5	Works in this range are ready for exhibition but not strong enough for award consideration
6 - 7	Works in this range are award-worthy

Sometimes jurors can be too lenient as they do not want to discourage or disappoint the applicant as we all know the feelings associated with rejection. This is not helpful for the applicant and we ask that you be fair and honest in your assessment. Alternatively, sometimes jurors are too strict as they are not aware of the context or are not basing their scores on the objective standards of the FCA. Know the context and be fair in your scoring.

# Online Jury Process – What to Expect:

On the day that jury starts, you will receive an automated email with a clickable link to get started (image on the below).



**FEDERATION OF CANADIAN ARTISTS**

You were previously selected to be a juror for a call for submissions put on by Federation of Canadian Artists. Below are some key details about this jurying:

- Event/Call for Submissions name: **Jury Tutorial**
- Jurying period starts: **Aug 12 2020 12:00am**
- Jurying period ends: **Aug 12 2020 11:59pm**

### Online Jurying Available Now!

When you are able, please follow the instructions below to get started on jurying online.

The jurying process is quite simple and can be done from any computer with internet access. Clicking on the link at the bottom of this email will take you to a page with further directions. You'll be shown submitted works in a random order, and you will rate them. When you have rated all of the items, you will be done!

Note that it is also no problem to stop partway through. Simply click on the included link again and you'll start right where you left off.

### How Long do I Have?

Based on the current jurying schedule, online jurying will close on **Aug 12 2020 11:59pm**. If you don't complete jurying all items, you'll also be sent a reminder email 3 days before the end of the jurying period and again 1 day before the end of the jurying period.

### The Link

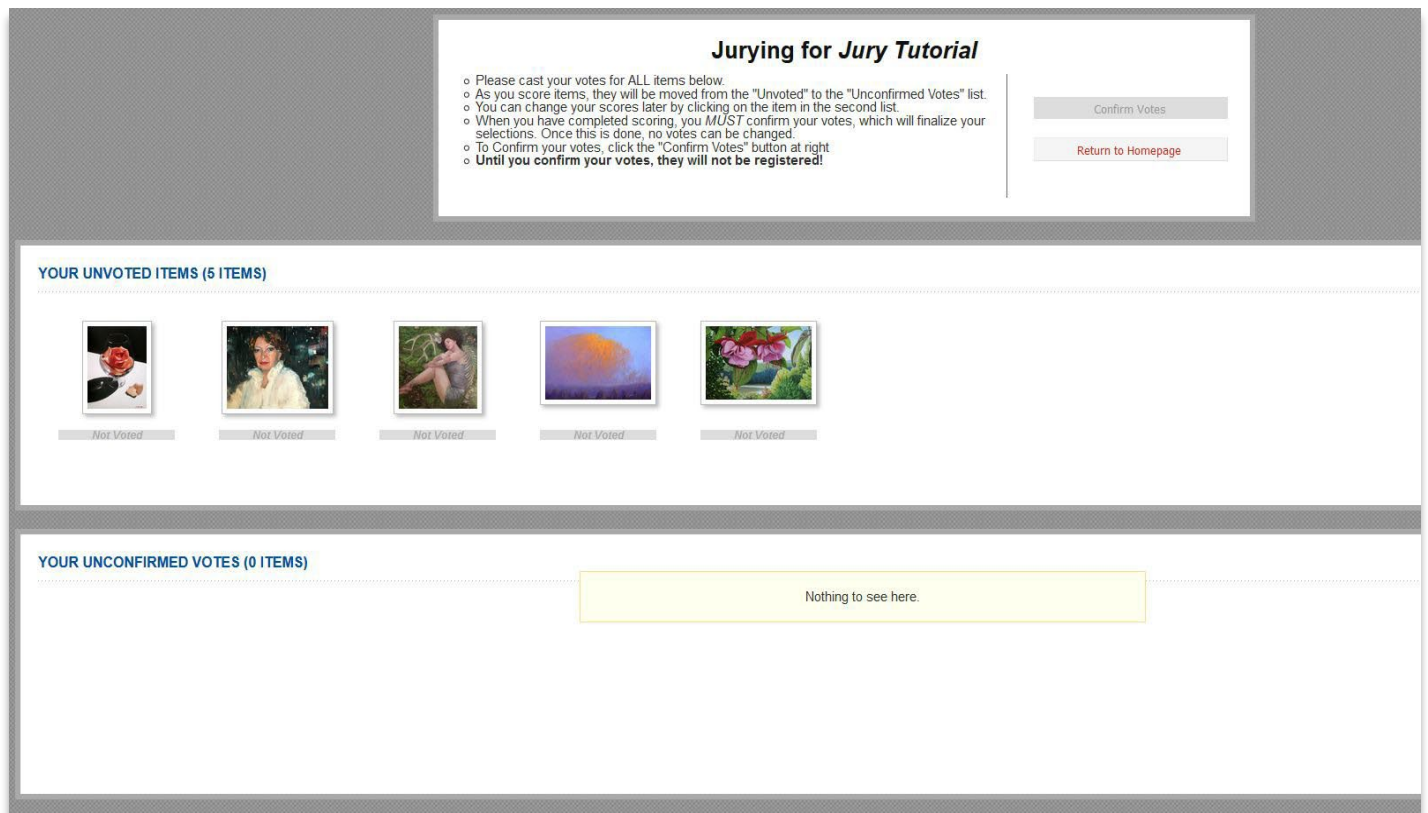
The following link is what is used to access the jurying system. Note that **you must log in with your username and password** in order to use the system. If you do not yet have a username and password or don't know it, be sure contact the administrator or membership manager to get one.

<https://artists.ca/submissions/jury/id/1220>

Upon clicking the link you will be asked to sign in using your artists.ca login credentials. If you need assistance with your login, email [membership@artists.ca](mailto:membership@artists.ca)

Once logged in the juror will be asked to sign the “Jurying Process – Agreement”.

You will then see submissions tiled across the screen with radio buttons underneath, numbered 1 -7 (see image below).



You will also be able to see and read an associated descriptions of the artwork, as submitted by the artist. For most exhibitions the descriptions are optional and primarily used as marketing tools for gallery sales staff and as such do not need to be considered in your jury vote.

For some exhibitions, like “Painting on the Edge” or “Concept”, the descriptions are considered as an aspect of the submitted work and should be taken into account alongside the image.

Jurors can click each image to enlarge it. If the juror moves their cursor over the enlarged image, a magnified detail of the image will appear.

Referring to the FCA Juror Point Scale, jurors must assign each artwork a point score from 1 – 7. As you assign artwork scores, they will move from “Your Unvoted Items” to “Your Unconfirmed Votes” (see below):

### Jurying for *Jury Tutorial*

- o Please cast your votes for ALL items below.
- o As you score items, they will be moved from the "Unvoted" to the "Unconfirmed Votes" list.
- o You can change your scores later by clicking on the item in the second list.
- o When you have completed scoring, you *MUST* confirm your votes, which will finalize your selections. Once this is done, no votes can be changed.
- o To Confirm your votes, click the "Confirm Votes" button at right
- o **Until you confirm your votes, they will not be registered!**

[Confirm Votes \(5 Votes\)](#)

[Return to Homepage](#)






  

#### YOUR UNVOTED ITEMS (EMPTY)

Don't forget to confirm your votes using the button at the top of the page!

#### YOUR UNCONFIRMED VOTES (5 ITEMS)

 4/7	 6/7	 7/7	 3/7	 4/7
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Once you have:

- Assigned each image a score
- No longer have any works in the “unvoted Items and
- You are confident your scoring has considered the context of the voting
- You have voted fairly
- You have considered the FCA’s standards

You can click “Confirm All Your Votes” and your jurying has finished. Results are forwarded to Staff as an accumulated total across all three jurors. Staff cannot see how jurors have voted individually.

## Recommended Jury Method:

Jurors might find it helpful to:

1. First run through all the submitted work by clicking on the images and familiarizing themselves with the choices.
2. They then score the artworks that they would firmly consider for an award
3. Then they choose the works which are not ready for the exhibition.  
This sorts the paintings which are good enough for the exhibition for the top level in the “Unvoted Items” section and it is easy to understand your choices for awards and those that are not ready for the exhibition, as they are grouped in the “Unconfirmed Votes” section.
4. From here you can vote on the unvoted items and finally review your choices and make adjustments to your scores.

## Awards Jurying

Awards are usually in the form of:

- **First Place**
- **Second Place**
- **Third Place**
- Up to three **Honourable Mentions** – awarded as juror’s discretion
- No more than three honourable mentions can be awarded for any exhibition

## Awards for Online-Only & Chapter Exhibitions:

One of two methods is deployed for assigning awards for Online-only and Chapter Exhibitions:

- Wherever possible Staff will schedule a ZOOM jury, where all jurors will meet online at a set date and time to review the top scoring images from your initial jury. You will be informed the date and time before you commit to jury
- If this is not possible, Staff will determine awards based from the top-scoring images from the initial jury – emailing and calling jurors to navigate ties if they occur

## Awards for In-Gallery Exhibitions:

For exhibitions that are held in-gallery, jurors must travel into the gallery to see the accepted artworks in person to determine awards.

The Gallery Manager will confirm the date and time in your initial invitation email.

First - you will review the exhibition and choose the artworks that are award-worthy without discussion with your fellow jurors. You will “flag” your preferences with a coloured sticker provided to you when you arrive at the gallery.

Artworks that 2 or more jurors have “flagged” are automatically up for awards consideration.

Once all jurors have made their choices, you will confer with each other to finalize the awards and if appropriate – assign Honourable Mentions.

Honourable Mentions are not mandatory, if jurors do not see notable paintings jurors can determine if they award all, none or some Honourable Mentions.

If there are enough notable artworks, it is recommended that each juror picks one piece to champion for an Honourable Mention. In this way, juror’s will all get a direct say in which pieces win an award.

## Providing Feedback – Active Status Applications:

The FCA believes in mentorship and education, and feedback is a valuable tool to help artists understand and develop their work.

The Federation does not provide feedback on any declined exhibition entries, but does provide feedback for declined membership applications.

This feedback is based on the submitted portfolio and is orientated towards helping the artist identify the areas on which to focus to develop their work.

This feedback is provided over ZOOM.



It is clearly outlined to participants before the session that the purpose of the session is NOT to explain why the application was declined.

The purpose of these sessions is to provide applicants with some direction as to where they need to improve to reach their Active Status.

It is preferable that a juror who was involved in the most recent intake jury, be involved in the feedback session that follows. Signature Members who are prepared to give feedback are compensated \$10 per artist, up to eight artists per video conference.

Before the session, the Membership Coordinator will email the Signature Member the full 10-image portfolios of artists who were recently declined for Active Status.

We expect that you'll take about 10 minutes to provide concise feedback to each declined applicant. Sessions run about an hour and a half with introductions and closing thoughts.

Declined artists are permitted to submit for their Active status again six months after their declination with a new portfolio of artwork.

## **Selection Committee Jury – What is it?**

Applications for Signature Status (both AFCA and SFCA) is the responsibility of the Selection Committee which is comprised of Senior Signature (SFCA) members. Once you obtain your SFCA you are automatically eligible to participate as a member of the Selection Committee.

The Selection Committee acts to award members their AFCA or SFCA status.

This jury takes place twice per year, once in the spring, once in the fall.

This is a special jury in that it is the only jury that considered whole portfolios instead of individual images.

During this jury you are deciding whether the applicant's work demonstrates the level of maturity that is the natural side-effect of working with their media, and subject and investigating their aesthetic.

You will be looking for indications of this in the submitted 10-image portfolio, such as the applicant's ability to curate a portfolio and coherent use of their materials.

Staff's role in the process is to oversee applications, prepare the pre-screening presentation, receive and install artwork for the physical jury.

The Standards Committee acts on behalf of the Selection Committee to organize the jury, and the entire meeting is organized and chaired by the Standards Chair.

The Standards Committee also conducts the pre-screening which is held online ahead of the live jury. This pre-screening measure was implemented as we saw a rise in the number of applications, however many were deemed unsuitable for consideration upon arrival.

The pre-screening rules out applications ahead of time that bear little to no chance of passing the Selection Committee jury.

Invitations to participate in the Selection Committee are sent via email to all SFCA members in good standing at least a month before the live jury is due to take place. SFCA artists must R.S.V.P to be included.

## Selection Committee Jury – How It Works?

While the process changes in detail from year to year, the general process follows the following format:

- On the day of the live jury, SFCA members gather at the assigned location. They are welcomed and issued a voting form.
- SFCA's will review submitted digital portfolios as a slideshow presentation. (Each applicant provides 10 digital images for consideration)
- After the slideshows have been reviewed, the jurors review the live-jury artwork and assign their point scores. (Each artist supplies 3 artworks for live jury consideration).
- A point score is assigned per portfolio, not per artwork.



- After all the applications have been reviewed, the Executive Director, Standards Chair and member of the Standards Committee tally the votes.
- Staff inform all successful applicants of their new status either by phone or email.
- Staff to inform all declined applicants. Included in this email declined applicants are asked whether they would like to receive feedback.
- Between staff and the Standards Committee, applicants are assigned feedback jurors based on that jurors' expertise and the applicants' style and themes.

## Selection Committee Feedback:

Feedback from the Selection Committee process is one-on-one. Feedback is provided either by ZOOM call or via written feedback at the juror's discretion.

To provide feedback Senior Signature Members must have been involved in the live-jury of artwork for that year's intake.

After the annual Selection Committee jury has taken place and Staff have determined which declined applicants would like to receive feedback on their applications, the Membership Coordinator, Standards Chair and Executive Director work together to find the right combination of SFCA jurors and applicants to optimize the feedback process.

Similarly to the Active Status Feedback Sessions, Signature Members are not expected to explain why an application was declined. Instead they are to reflect on the portfolio presented and issue guidance on how the submitting artist can create a stronger portfolio.

## **ADDENDUM #1 – PROVISIONS DUE TO PANDEMIC; COVID 19:**

The following are temporary provisions taken due to the ongoing pandemic. It is our intent to return to normal operations once COVID-19 no longer requires extraordinary precautions.

As of March 2020 in-person award jury for in-gallery exhibitions were temporarily suspended. The original decision made by fiat by the Executive Director due to the emergency. The Selection Committee (previously “Board of Directors) approved this provision in September 2020.

This changes the description on page 2, “Type of Jury”, “Jury for Exhibitions held in-gallery” This temporary provision also effects page 10, “In Person Award Jurying”