

## Membership Application Package;

Collect a package from the Blackberry Gift Shop in the PoMoArts Centre or download from here.

1. Read all documents and Complete "Jury Application" form including:
  - a. Description of your work;
  - b. Description of commercial components in your work;
  - c. Table of items bringing to jurying. NOTE: you may be asked to leave them at the Gift Shop for several days;
  - d. Be sure to include the year all items were made;
  - e. Complete the "Experience" section especially the when and where for each skill.
2. Re-read "Membership Rules and Shop Policies" then sign and date bottom.
3. Attach a \$25 non-refundable cheque (payable to Blackberry Artists' Society) or cash to the Jury Application.
4. Email the Membership/Jury Coordinator for a jurying time at [basmembership@outlook.com](mailto:basmembership@outlook.com)

At the jurying appointment, you will be given five (5) minutes to present your products listed on the Jury Application form.

Please tell us:

- The process and materials you use to make your products;
- Your arts education and training background, including schooling, classes taken, classes taught, etc.;
- Your understanding of how our Cooperative works (remember you will be required to be an in-shop sales person dealing directly with our customers at least one to two days per month during the year and more in November and December);
- Beyond your art products, what skills you have to offer the Society.

You can also ask **BAS** members any questions you have regarding the operations of the Gift Shop. Our members may also ask you additional questions.

After the question period, you will be free to leave but we may request that you leave some of your art products submitted for jurying so the jury can further examine them. Within a few days, the Membership or Jury Coordinator will phone you about pick-up of your art products left with the jury. Within two (2) weeks, the jury's decision will be forwarded to you.

For any questions regarding the jurying procedures, please email the Membership/Jury Coordinator at [basmembership@outlook.com](mailto:basmembership@outlook.com)

## **Criteria for Jurying and Quality Standards Guidelines**

### **Absolutes:**

- The Society must have openings for additional artists.
- The Society must have display space for additional artists.
- The Society must have a consistent, and logical jurying system.

### **Expectations:**

- The Society is looking for artwork that demonstrates a proficiency in the product and a distinctive style.
- The Society expects that the artist will present a representative selection of recent work for jurying.
- The Society is looking for artwork that does not have a commercial or mass-produced look.
- The Society is looking for artwork that will contribute to the diversity of the products available for sale in the gift shop.

### **General Standards Guidelines --** *These guidelines apply to all media –*

#### **1. INTENT**

Object must reflect levels of technique, thought and consideration of intended use which can be readily recognized as examples of the professional and artistic execution of their medium.

#### **2. DESIGN**

A successful object must be the result of careful designing, with obvious thoughtfulness used in determining the proportions, structural integrity, materials, and colours used. Careful designing must clearly reflect the intended use of the piece. Thoughtful designing should exhibit:

- Appropriate proportions within the forms
- Appropriate choice of materials for intended use
- Suitable choice of process for fabricating the piece showing a high level of skill
- Unique visual appearance reflecting the individual maker

#### **3. PRODUCTION QUALITY AND TECHNIQUE**

Whether produced in quantity or as an individual piece, the object must reflect excellent skill and production quality, being visibly well conceived and expertly executed. Both production and “one-of-a-kind” work should show a unique/personal identity of design. Functional work must function well. Fabrication should exhibit high levels of skill in technique. Objects must be produced by the applying artist.

#### **4. SOURCE OF INSPIRATION**

The design of an object must be original, or an adaptation of a traditional design which demonstrates the unique skills of the maker and reflects an individual identity of design. The object must be designed and fabricated by the applying maker. Since, in a reproduction, there is

no design input, the onus of judgment is upon technical skill alone. Copying currently produced work is not acceptable. Whether an original design, or an adaptation of a traditional design, the work should clearly reflect the individual maker. A traditional adaptation should clearly reflect a personal interpretation and style.

#### **5. MATERIAL USED**

The object must be constructed of materials which are of high quality and are appropriate to the structural integrity, utility, and visual appearance of the object. Materials should be appropriate to the intent of the pieces, both in purpose and visual appearance. Work must demonstrate a level of technical competence and understanding of the materials used.

#### **6. FABRICATED CONTENT**

Commercially fabricated elements in objects, including packaging, must be subordinate to the overall design of the object. Commercially fabricated elements (jewellery finding, handles, packaging, appendages, etc.) must be of fine quality, and if appropriate, fulfill the requirements of other media. In applicable cases must meet CSA approved materials and guidelines.

#### **7. SPECIFIC EXCLUSIONS**

New forms and innovations will be considered by the Standards Committee. Unfinished items or kits for consumer assembly are not considered acceptable.

#### **8. LABELLING**

All articles should be labeled with the artist's letter code, item # and price. Business cards and instructions concerning care or maintenance, as well as any consumer information required by law should be included with each piece. If this information is prohibitive to display with each item, this information should be available with the Artist's Information package and be available for inclusion at time of sale.

### **Evaluation Criteria:** (based on a scale of 1-10):

1-2 Unsatisfactory;    3-4 Basic Weaknesses;    5-6 Satisfactory;    7-8 Good;  
9-10 very good to exceptional

- Design & Intent (how does it look/feel)
- Quality & Technique (level of skill Exhibited)
- Inspiration & Originality. (uniqueness)
- Materials & Presentation (quality of materials, Finish, overall appearance)
- Other (fabricated content, labelling, Sales Potential)

### **Process For Jurying New Members**

Jurying of prospective members will be conducted as required at regular monthly meetings between the Months of February and August. In the case of multiple applicants, (3 or more) the jurying may be carried out in a special meeting outside of the regular monthly meetings inviting any/all members of the BAS membership who would like to attend.

All attending members will review the application and work submitted by the artist. All viewpoints are valued and provide a stronger basis for discussion of, and evaluation of the submitted works

The applicant is invited into the meeting to present their work, and to answer questions from Members regarding the work. The applicant will be asked about other skills that would contribute to the Society.

The applicant will have the opportunity to ask questions of the members

The applicant is informed of the expectations as a prospective member of the Society (per Membership Commitments Document)

### **The applicant is excused from the meeting**

A decision to accept the applicant or not is made at the meeting. The Jury Coordinator will communicate the outcome of the jury to the applicant either in person, by phone, or by email within 2 weeks.

The decision made at the jury session is final, and Jurying fees are non-refundable.

### **Procedure:**

1. Artist attends jurying meeting to talk about his/her work, expectations as a potential member of the Society and reasons for applying. He/She will have an opportunity to ask questions and will answer questions from the group and then withdraw.
2. All attending members will read the application and review the work submitted; discuss the quality of the work with the above criteria in mind. All viewpoints are valued and provide a stronger basis for discussion of, and evaluation of the submitted works. Then those members asked to fill out the Jury sheets will do so after all discussion
3. The decision on the artwork will be communicated to the artist verbally if possible, or by email within 2 weeks. The jury's decision is final.



## JURY APPLICATION

Please complete this application and submit with work to be juried. All applications must be accompanied by a dated and signed copy of the Membership Rules and Shop Policies

(Please Print)

Applicant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Description of Work to be juried (include items, medium, distinguishing style or techniques, eg: lamp-worked glass beads, raku clay vessels, porcelain teapots, etc.

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Describe any aspect of your work that incorporates commercially produced items, e.g.: commercially produced green ware with original glazes; commercially produced picture frames that are hand painted, purchased beads, fabric, etc.

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Fill out table below with description of items submitted – maximum 5 pieces, with at least 3 recent pieces.

#	Title	Description	Price
1			
2			
3			
4			
5			

Attach any additional information you would like to provide to the selection committee. This may include curriculum vitae or resume, description of training or experience related to the work to be juried, exhibits, or awards related to your work.



Please check any areas where you have experience or training.

Retail Sales
Customer Service
Display Preparation
Administration
Bookkeeping
Computer use
Using 'Square'
Handling Cash
Web Design
Graphic Design
Promotions
Non-Profit Board of Directors
Business Management

Is there anything else you would like us to know about skills or experience you would bring to Blackberry Artists' Society (this may include work in retail or in community arts and cultural organizations.)?


Items are juried monthly, February through August, usually at 7 pm on the second Wednesday of the month. You must be prepared to attend the meeting where your work will be juried and discuss your work and your goals for your membership in the cooperative. You will be notified of the jury's decision within two (2) weeks of the jury meeting. For more information and to schedule your jury date, please email the Jurying Coordinator at [basmembership@outlook.com](mailto:basmembership@outlook.com)

I have included the following items in my application:

- ✓ A non-refundable jurying fee of \$25. Cheques payable to Blackberry Artists' Society.
- ✓ 4 or 5 pieces of my original work (no copies or prints) at least 3 recent works.
- ✓ A completed copy of this form. I understand incomplete applications will not be considered.

I have read and agree to comply with the Membership Rules and Shop Policies (signed copy attached), the Jurying Criteria and Compliance Procedure if my application is accepted.

Applicant Signature\_\_\_\_\_

do not write below this line--jury use only

#### **JURYING DECISION**

Date juried: \_\_\_\_\_ accepted \_\_\_\_\_ rejected \_\_\_\_\_ Applicant contacted \_\_\_\_\_

Date: \_\_\_\_\_ By (Member Name) \_\_\_\_\_



*In addition to our Constitution and Bylaws the following shop policies and regulations are set forth:-*

## **MEMBERSHIP RULES & SHOP POLICIES**

### **MEMBERSHIP**

All members must represent their own art products only. No member can act as an agent or representative of an artist who is not a member. Any members may submit cards or magnets that although do not require jurying, must adhere to the Standards of Quality.

### **JURYING**

All artists' work must be successfully juried by members of the Society before being accepted as a member. Acceptance will be based on the Criteria for Jurying document provided in the application package.

### **MEMBER COMMITMENTS**

An annual \$25 membership fee is payable on or before April 1<sup>st</sup> each year.

All artists must agree to commit to a minimum of 6 months to display their goods (and work the volunteer hours). After this time, membership can be terminated by the artist after proper notification to the Membership Coordinator or President is given, either verbally or by e-mail.

No jurying for membership will be conducted from September through January.

Members are encouraged to attend all monthly meetings. Information regarding the date, time and place of next meeting is posted in the shop calendar. Decisions regarding membership policies and shop business are discussed and voted on at these meetings. All jurying is done at these meetings and all attending members become part of the jury discussion.

From time to time there will be a special workshop meeting that all members must attend. An announcement of these events will be sent to all the membership at least 30 days in advance.

All Members must attend the Annual General Meeting held in March each year. Election of new officers and directors and the previous year's financial statements must be voted on at this time. A special assessment (extra shifts in shop or additional fees, as determined by the Executive) will be applied for non-attendance of the Annual General Meeting or special workshop meetings.

### **MEMBER SHIFT COMMITMENTS**

All members must work volunteer hours as sales personnel in the shop as set out by the Scheduling Coordinator. In general, this will be at least 1-2 shifts per month. November and December hours will be substantially higher. Members who need to change their shift within 1 week of their scheduled shift must endeavor to find their own replacement. Members who cannot work their allotted shifts for the quarter must make up the time in consultation with the Scheduling



Coordinator. Failure to comply can be considered as a breach of the signed contract, but subject to discussion with and vote by the Executive, flexibility of this rule in cases of illness or other circumstances may be allowed.

### **INVENTORY**

All artists are to use the assigned letter code to identify their artwork. The letter code normally consists of the first letter of your first and last name, unless artists have duplicate initials. In this case the middle name initial is added.

Members must tag their items with a removable sticky tag (or hang tag), showing their code, item number and price. Items not properly tagged will be removed from the display. Artists will be responsible for maintaining their own inventory sheets, by listing new items coming into the shop for sale and deleting items that have been sold or removed.

Artists are allowed to remove artwork temporarily from the shop for other exhibitions or other reasons, etc. They must follow proper inventory procedures before removal of said goods. If such removal seriously affects the shop display, especially for Blackberry Winter Arts Market (BWAM), approval of the Inside Display Coordinator must be received. Should items be removed from the BWAM exhibit, they may or may not be re-exhibited, at the discretion of the BWAM Coordinator.

Due to limited display and storage space, artists may be asked to remove merchandise remaining unsold for more than 4 months. Items can be resubmitted when space allows. Artists should be conscientious about renewing and refreshing their stock. All work must comply with the Blackberry Artists' Society's Jurying Criteria and Quality Standards, which will be reviewed periodically.

Resigning members must remove their artworks from the shop as soon as possible. Works that have been left behind with no response in 30 days after the artist has been contacted by phone, e-mail or mail, will be considered as "abandoned" and will become the property of the BAS for their use or disposal.

### **CUSTOMER SERVICE**

All members are expected to follow best practices in customer service as set out in the Sales Training session and Respectful Workplace Policy. Any concerns or disputes must be immediately referred to a member of the Executive for quick and graceful resolution.

Jury Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_