

Juried Competition Chair

The Juried Competition (JC) Chair is selected by the Fair Chair and is a member of the Fair Steering Committee. The Chair should have prior experience working on the Indian Fair & Market and is responsible for the overall coordination and accountability with respect to the Juried Competition function of the annual Heard Museum Guild Indian Fair & Market.

Juried Competition Chair:

- Selects key people to lead subcommittees of JC all of whom must be members of the Museum and members of the Guild.
- Schedules and coordinates the efforts of the Juried Competition Committee.
- Approves and may write documentation on processes, training documents, policies and procedures.
- Updates Classification/Divisions and Standards, Award Amounts, JC Entry Guidelines and other documents.
- Sends all JC documentation for website posting.
- Invites judges for judging artwork and presenting award winners. Collects bio information for Native American Art publication. The list of judges comes from the Museum.
- Secures and invites Classification Managers.
- Provides recorder and judge training.
- Orders, prepares and assembles JC ribbons.
- Oversees and supports the JC committee and addresses issues the day of setup, artwork receiving, artwork judging, and artwork returning.
- Provides a budget to the Fair Chair.
- Reports progress and issues to the Fair Chair and attends all meetings scheduled by the Fair Chair.
- Coordinates with Staging, Signs, Food & Beverage, Guild Treasurer, and other Fair Committees as needed.
- Coordinates with the Museum Curators, Director/CEO, Chief Advancement Office COO, Security, Exhibitor Committee Lead, Marketing and IT Staff.
- Throughout the year, maintains an up-to-date notebook.
- Point of contact for artists via Guild emails about JC questions.
- Reviews, at the end of the year, the JC Chair job description and updates if appropriate.
- Submits annual report to the Fair Chair.

Revised 7/10/24