**Panel:**

The panel will consist of seven members. Five members will remain active throughout the year, and two members will be used as substitutes as needed.

The panel members will be handpicked by the Visual Arts department Director at the end of each fiscal year. Each member must commit to completing five of the panel reviews (forums) throughout the year.

**Panel Member Role:**

* Each panel member will commit to serving and participating in five review forums for the year. If there is a reason a member of the panel cannot attend a forum, the panel member is responsible for informing the director 72 hours in advance. The Director will then fill the space with one of the substitute panel members that are on reserve.
* Each forum must have a minimum of five members attending the selection process but, no more than seven members.
* The panel will meet quarterly based on the exhibition schedule for the year.

**Responsibilities:**

* Panel members are responsible for selecting artists for each value inspired exhibition.
* Each panel member is responsible for upholding the Visual Art Department’s values in the selection process.
* If an exhibition is a juried show, the panel will serve as the “jury” and choose the best work for the exhibit.
* Panel members are allowed to enlist different consults for exhibition and gallery shows.
* Panel members are responsible for understanding the goals and the criteria for each exhibition.

**Visual Arts Task Force: Exhibition Schedule Guidelines**

 The Exhibition schedule will be solidified for each year by the end of August for the following year. An exhibition announcement for the year will be made in September.

Each exhibition will have an organizational value focus that will be marketed in a campaign series. Below is a brief outline for each value and how it should be curated and displayed.

**Community** will be demonstrated in the two annual community exhibits, *Mud at the Mill and Home Grown.*

**Inspiration** will reflect a unique medium and an exclusive curation process or installation.

**Knowledge**will reflect an educational or historical aspect that is understood and researched for proper curation.

**Entertainment** will pursue the idea of artistic design, and interaction for a family-oriented audience.

**Guidelines:**

* Each “Value-Inspired” exhibit will be curated and displayed based on the meaning of each value.
* Requests for exhibitions will be presented in a proposal, and the Visual Arts and Education Director will decide if proposed exhibitions meet the requirements for a potential show if it does not meet the Valued Exhibit structure.
* Requests for exhibitions will be considered based on the availability of each gallery.
* Submission details for our exhibitions will be on the website and sent out in email blasts and social media posts.

**Requirements for Proposed Exhibitions Are as Follows**:

* Scheduling availability.
* “Rent Fee” or percentage cut.
* Curation responsibility.
* Designated facility is based on availability and amount of work being displayed.
* Applicants can propose which facility they would prefer but there is no guarantee that the preferred facility will be available.
* Rental fees may apply for exhibits that require space outside of the gallery (classroom, meeting rooms, ceramics studio, etc.).

**PARTICIPATION IN EXHIBITIONS**

* Cain Center for the Arts offers both juried and non-juried exhibitions. Exhibitions and guidelines are listed on the Cain Center website on the exhibition page.
* Cain Center for the Arts retains a 40% commission for all pieces sold.
* We prefer all artwork to be for sale, however we will accept works not for sale. (NFS).
* All artists are required to sign a contract with Cain Center for the Arts for each exhibit in which they participate.

**Cain Center Gallery Space Specs:**

Room Space:

* Main Gallery: 18x36
* Hallway Gallery:
* Freestanding pedestals: 15x15x18 (6)
* Freestanding pedestals: 18x18x23 (6)
* Reconfigurable Wall Panels (6) 48’W

**CAC Gallery Space Specs:**

Room Space:

 Gallery A: 23 x 25 (Lobby)

 Gallery B: 15 x 25 (Main)

13 Free Standing Pedestals: