



**ARTS &  
CULTURE**

## **PANELIST FAQs**

***Can I apply to be a panelist if I'm also applying for another departmental opportunity?***

Yes, but if approved to be a panelist, you will not be assigned to a panel where there would be a conflict of interest.

***Do I have to live in San Antonio to be a panelist?***

No, but a familiarity with the arts and culture of San Antonio is helpful.

***Who selects and approves panelists?***

Panelist applications are evaluated and scored by a Review Subcommittee of the San Antonio Arts Commission comprising representatives from the appropriate Committees—Arts Funding; Performing Arts, Film & Music; and Public Art—with final approval by the San Antonio Arts Commission. Once approved, panelists will be added to the Department's Panelist Roster for a term of three-years.

***Do I get to pick the panel I want to be on?***

No. Department of Arts & Culture staff assign panelists based on expertise and needs. Being on the Panelist Roster does not necessarily mean you will be assigned to a panel.

***Is there training to become a panelist?***

Yes. In advance of the application review period, panelists complete a formal training on their role, the online system used to review and score applications and program criteria. Additionally, panelists must complete a free online course addressing unconscious bias.

***How much time will I need to set aside to be a panelist?***

It depends; time varies by panel. Panelists may review up to 25 applications and it can take 30-45 minutes to review each application and its supporting materials. Panelists have up to four weeks to review applications.

***Will I get paid for my time?***

Yes. Panelists receive an honorarium—assuming they fulfill their role in accordance with the standards and expectations set forth by the Department of Arts & Culture.

***Will applicants know who reviews their applications?***

No. Applicants do not know who their panelists are. However, names, comments, and scoring are subject to Open Records Requests per state law.

***What if I'm assigned to review an application for someone I know?***

Panelists must recuse themselves if there is a conflict of interest with an applicant. Expectations and the recusal process will be covered in detail during Panelist Training.

***Still have questions?***

Send us an email at [ArtsFunding@SanAntonio.gov](mailto:ArtsFunding@SanAntonio.gov).