

## Careers in the arts mentorship program

**Program commitment:** The program will run from September through April. Applications will be assessed as they are submitted.

### **Mentors are required to:**

1. Have been working in their discipline professionally for a minimum of five years.
2. Complete the application process as instructed. Applications will be assessed in order of submission up to the final deadline, however, integrity of application will be used as the ultimate criteria.
3. Be an individual or organizational member of Creative Manitoba upon acceptance into the program. An organization may apply as a mentor as long as a single individual takes responsibility for reporting.

*A mentor may not be a current teacher or employer of their mentee during the mentorship period.*

### **Mentors are required to provide:**

1. A minimum of five hours per month of direct contact time (one-on-one sessions) with their mentee (35 hours total) plus open access to their mentor for questions and advice.
2. Guidance on five hours/month of work experience, which may include volunteer time in a related activity, creative work time, networking activities or research. Youth may gain experience as a mentor's assistant during their five hours of directed work experience, but this will not qualify for the five hours of one on one time. (The mentee must not be required or expected to provide more than five hours/month of volunteer work for the mentor or organization.)
3. Networking opportunities within your industry.
4. Information and encouragement to mentee to attend professional development workshops or conferences.

### **Mentors will be expected to commit to:**

1. Meeting with the Program Coordinator prior to the program's commencement.
2. Attending a group orientation session with participants.
3. Developing a "learning contract" with their mentee, to be reviewed, completed and signed at the orientation session. The template is provided by Creative Manitoba.
4. Responding in a timely manner to a simple monthly report evaluating their team's progress.
5. Attending a mid program networking event or meeting with the coordinator mid program, to insure an ongoing successful experience for both parties.
6. Attending a closing event with their youth participant at the end of the program.
7. Filling out an evaluation form at the end of the program.

### **Mentors can expect:**

1. Ongoing support from the coordinator and Creative Manitoba throughout the program.
2. An honorarium of \$2,000 to be paid in four installments—October, January, March, May (upon receipt of final report). In most cases an individual must be named as the recipient of the honourarium.

**For more information, contact Jan Skene, Mentorship Programs Manager at [jan@creativemanitoba.ca](mailto:jan@creativemanitoba.ca).**