

# Arts Facilities Mentoring Network



## Frequently Asked Questions (FAQ)

### What is the Arts Facilities Mentoring Network?

The Arts Facilities Mentoring Network (AFMN) provides leaders in Ontario's nonprofit arts community engaged with facilities related issues with the unique opportunity of one-to-one learning with an experienced topic expert. The 2017-2018 program is the fourth iteration of the AFMN.

#### One-to-One Meetings

ArtsBuild Ontario (ABO) and WorkInCulture (WIC) will match arts and cultural leaders around Ontario with experienced mentors from their own or other relevant sectors. The mentoring teams will meet for up to three hours monthly for twelve months to focus on furthering skills and knowledge related to managing facilities, as identified by the mentoree. ABO and WIC will conduct casual check-ins throughout the year with all participants in the program, but how and when the mentorship pairs meet is up to them!

#### Workshops and Webinars

Both in-person and remote learning opportunities are included as part of the AFMN program in addition to the one-to-one meetings. Participants are required to attend the Kick Off Workshop, Mid-Point Workshop and Wrap-Up Event. The webinars on topics related to mentorship, professional development and arts facilities management are an additional and optional offering available to participants of this program.

### How does the Arts Facilities Mentoring Network work?

Selected mentorees will be paired by ABO and WIC with an appropriate mentor based on their skills identified in their application. After the initial Kick-Off workshop, mentoring teams will meet in person or remotely for up to three hours a month for twelve months. The mentoring team discussions are confidential and will focus on particular challenges and skills identified by the mentoree at the beginning of the partnership. To ensure the program is successful for all participants, ABO and WIC will periodically check-in with participants over a brief phone call throughout the year.

### Who is eligible to apply?

Leaders and managers of nonprofit arts organizations currently engaged in any facilities related issue may apply.

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## Questions You May Have

**I'm the executive director of a facility-based gallery, but someone else is responsible for our facility. Which of us could apply?**

Either is eligible to apply. Priority will be given to other applicants prior to awarding two mentorships to one organization.

**Do I need to be managing a nonprofit facility to apply?**

You do not need to manage a facility to apply, but you do need to be facing a facility related issue to apply (thinking about building a facility, taking on new responsibilities, etc...)

**What do you consider a nonprofit arts organization?**

Nonprofit organizations are legally incorporated who serve or perform within the arts and culture sector.

**If our organizations rent a space from another facility owner, am I still eligible? If our facility is part of a larger municipal facility, am I eligible?**

You don't have to own the space, but applicants should be responsible for facility related issues to apply.

**How do I get a mentor?**

In your application, we ask that you be as clear as possible about the skills you would like to develop or issues you would like to address with your mentor. ABO and WIC will be developing a mentor roster with a wide range of skills. Mentors in the program will be volunteering their time and information to benefit participating mentorees. Our goal is to match your needs with the most relevant mentor, so your description of learning priorities - as well as your skill and knowledge needs - will help us pair you with the right mentor.

You will have an opportunity to meet your mentor in a casual setting before committing to the partnership, to confirm they are the best "fit."

**Would you select any mentor I recommend?**

If you have a prospective mentor in mind, please provide us with the following on your application:

- Name, organization, title and contact information
- If you have contacted this individual to be your mentor
- How you would benefit from their partnership

We are happy to contact a suggested mentor made by an applicant. Please keep in mind that the program does have certain requirements for participating mentors and we cannot guarantee that your recommendation will be the final choice.

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## Application Requirements

### Why do applicants need to submit a video?

Your video will help to inform the selection committee's decision-making by giving the committee a better sense of who you are! You could also make your written application stand out by drawing attention to particular issues or needs. You do not need professional equipment to make this video, a video made on a smart phone will do!!

Mentoree applicants can easily record a video using their smart phone or webcam.

### What do you consider appropriate support letter?

A support letter should come from a credible figure within your community or organization who can speak to your professional role and why you would benefit from the Arts Facilities Mentoring Network.

### What happens after I'm selected?

ABO and WIC will work on matching you with a mentor. Once we have selected a mentor based on your application, we will set up an informal meeting to ensure the mentor is the right "fit" for you and your needs. Your application information is shared only with the selection committee and potential mentors.

While mentor/mentoree discussions are confidential, teams should be prepared for evaluation questionnaires and check-ins at different points in the program.

It is mandatory that mentoring teams attend the Kick Off and Mid-Point Debrief workshops, and participate in a Wrap Up event. Participants will be provided with other materials and support throughout the year including two webinars on capital projects.

Mentoring teams can meet in a variety of ways over the year – in person, online or by telephone – for up to three hours a month for the twelve-month period.

### Why do I need to attend the workshops and wrap up event?

Preparing teams to make the best use of their time together is an important element in the success of mentoring. Teams are encouraged to develop their own working style and dynamic, but research and experience shows that the more the mentoree puts into the relationship, greater the commitment is reciprocated from the mentor.

The in-person workshops will cover best practices and help clarify shared expectations. They also provide you with an opportunity to network with other program participants and mentors. The mid-point debrief is an opportunity for participants to assess their teams half-way through the program and identify accomplished and future areas of learning.

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## Does the AFMN provide travel costs?

We are unable to support travel costs related to attending the in person workshops.

## Why do I need to sign a Letter of Agreement with ArtsBuild and WorkInCulture?

Mentoring is very much driven by mentorees. A letter of agreement helps to reinforce expectations and commitments made by both parties.

## What happens if the mentoring match is not the best fit?

The teams at WIC and ABO will provide appropriate support throughout the program to ensure the match is positive and meaningful for both the mentor and the mentoree. We expect the mentoree to make ABO and WIC aware if the match is not working, in which case we will assist or rematch the mentoree.

You can find this overview and other Arts Facilities Mentoring Network documents and forms at:  
<http://www.artsbuiltonario.ca/learning/mentoring-network/>