



Creative Spaces Mentoring Network

Frequently Asked Questions (FAQ)

What is the Creative Spaces Mentoring Network?

The Creative Spaces Mentoring Network (CSMN) provides leaders in Ontario's arts community engaged with space related issues with the unique opportunity of one-to-one learning with an experienced topic expert. The 2019-2020 program is the fifth iteration of the CSMN.

What are "One-to-One" Meetings?

ArtsBuild Ontario (ABO) 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 12 months to focus on furthering skills and knowledge related to managing facilities, as identified by the mentee. ABO 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 part of the CSMN program in addition to the one-to-one meetings. Participants are required to attend the Kick Off Workshop and Wrap-Up Webinar. The webinars on topics related to mentorship, professional development and arts facilities management are additional and optional offerings available to participants.

How does the Creative Spaces Mentoring Network work?

Selected mentees will be paired by ABO 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 12 months. The mentoring team discussions are confidential and will focus on particular challenges and skills identified by the mentee at the beginning of the partnership. To ensure the program is successful for all participants, ABO will periodically check-in with participants over a brief phone call throughout the year.

Who is eligible to apply?

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



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Questions You May Have

I'm the executive director of a 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.

If our organization rents 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 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 mentees. 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 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 ABO's decision-making by giving us 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!! Mentee 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 Creative Spaces Mentoring Network.

What happens after I'm selected?

ABO 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 ABO and potential mentors.

While mentor/mentee 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 Workshop and Wrap Up Webinar. Participants will be provided with other materials and support throughout the year including two webinars on creative space 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 Kick Off Workshop and Wrap Up Webinar?

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 mentee puts into the relationship, greater the commitment is reciprocated from the mentor. The in-person workshop and webinar will cover best practices and help clarify shared expectations. It will also provide you with an opportunity to network with other program participants and mentors.

Does the CSMN provide travel costs?

We are unable to support travel costs related to attending the in-person workshops and mentoring team meetings.



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Why do I need to sign a Letter of Agreement with ABO?

Mentoring is very much driven by mentees. 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?

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

You can find this overview and other Creative Spaces Mentoring Network document and forms at:

<http://www.artsbuildontario.ca/learning/mentoring-network/> (update with new URL)