



# Creative Spaces Mentoring Network

## Frequently Asked Questions (FAQ)

### What is the Creative Spaces Mentoring Network?

The Creative Spaces Mentoring Network (CSMN) is a program that provides leaders in Ontario's arts community, engaged with space-related issues, with the unique opportunity of a one-to-one learning experience with a topic expert. The mentor will provide their knowledge and expertise related to the mentee's project to further develop the skills needed to manage a capital project and creative space successfully. The 2020-21 program is the sixth iteration of the CSMN.

### What are "One-to-One" Meetings?

Through the CSMN program, ArtsBuild Ontario (ABO) matches mentees who are arts and cultural leaders around Ontario with experienced mentors from the arts or other relevant sectors, forming a mentoring team. The mentoring teams will meet for up to three hours monthly for 12 months to focus on furthering skills and knowledge related to supporting the mentee's project, as identified by the mentee in the application process. Meetings can be in-person or remote, and must be completed in a manner that is agreeable to both the mentor and mentee. Additionally, ABO will conduct casual check-ins throughout the year with all participants in the program to track how their experience with the program is going, providing support to ensure meetings are taking place and to answer any questions they may have.

### Webinars

In addition to the one-to-one meetings, ABO will provide remote learning opportunities to CSMN participants. Both mentees and mentors are required to attend the Kick-Off Webinar, Mid-Program Webinar, and Wrap-Up Webinar as part of the CSMN program. ABO will also notify mentoring teams with additional learning opportunities that can support their professional development around creative space capital projects.

### How does the Creative Spaces Mentoring Network work?

ABO will pair selected mentees with an appropriate mentor based on the focus areas for skill development related to a creative space noted in their application. After the initial Kick-Off Webinar, mentoring teams will meet for up to three hours per month, over the course of 12 months. The mentoring team discussions are entirely confidential and will focus on specific challenges and skills identified by the mentee at the beginning of the partnership. To ensure that the program is successful for all participants, ABO will periodically check-in with participants throughout the year.



# Creative Spaces Mentoring Network

## Who is eligible to apply, and what materials are required for the application submission?

Leaders and managers of arts organizations within Ontario currently engaged in any facilities related issue are eligible to apply for the CSMN. To submit an application, please send the following information to our Program Manager, Amy Poole at [amy@artsbuildontario.ca](mailto:amy@artsbuildontario.ca):

1. An [application form](#)
2. A letter of support for the mentee's participation in the program
3. A 1 - 2 minute video detailing your name, your organization, your arts facilities plans or project, and what you would get out of the program. Ensure the video is included as a separate email along with your letter of support.

Page 5 of this FAQ sheet provides answers to frequently-asked questions relating to the application process as well.

## Questions You May Have

[I am 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 do not 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 that you would like to develop or issues that 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 through this program is to match your needs with the most relevant mentor. 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 that they are the best "fit." ABO will set up these meetings during the matching process.

[Would you select any mentor that I recommend?](#)

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



# Creative Spaces Mentoring Network

- 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.

## What should I do if there are conflicts in my schedule and/or my mentor's schedule for One-to-One Meetings?

You are free to reschedule meetings as you see fit. Please remember that mentors are able to schedule meetings for up to three hours in total per month. Should conflicts suddenly arise, be sure to contact your mentor to reschedule. Be respectful of your mentor's time, and come to meetings prepared to participate!

## What are my expectations as a Mentee?

As a mentee, you are expected to be honest with your goals to your mentor, be open to feedback from them, be accountable and commit to self-development, stay accessible and engaged throughout the program, respectfully give feedback to the mentor for what is and is not working for you, and of course to reach out to ABO if you have any questions or concerns about the program.

## 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, for example, will do! Mentee applicants can easily record a video using their smart phone or web camera.

### What do you consider an appropriate support letter to be?

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

### What happens after I am 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 phone meeting to ensure the mentor is the right "fit" for you and your needs. Please be assured that your application information is shared only with ABO and potential

# Creative Spaces Mentoring Network



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 Webinar, Mid-Program Webinar and Wrap Up Webinar. ABO will provide participants with other materials and support throughout the year including webinars on creative space projects.

Mentoring teams can meet in a variety of ways over the year – including in-person, online or by telephone – for up to three hours per month over 12 months.

## [Why do I need to attend the Kick-Off Webinar, Mid-Program Webinar 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, the greater the commitment is reciprocated from the mentor. The Kick-Off Webinar will cover best practices and help clarify shared expectations as well. Furthermore, it will provide you with an opportunity to network with other program participants and mentors.

## [Does the CSMN provide travel costs?](#)

Unfortunately, we are unable to support travel costs related to attending any in-person workshops and mentoring team meetings.

## [Why do I need to sign a Letter of Agreement with ABO?](#)

Mentoring is largely 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 that 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.

# Creative Spaces Mentoring Network



## Questions

If you have any questions about the Creative Spaces Mentoring Network that have not been covered in the above FAQ's, please contact Amy Poole, Program Manager, at 519-880-3670 ext 102.

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

**<http://www.artsbuildontario.ca/learning/mentoring-network/>**