



Mentor Contract

2022-2023 Foundation Mentorship Program

THIS AGREEMENT IS MADE BETWEEN:

Name: _____

Address: _____

Cell phone and email: _____

S.I.N #: _____

G.S.T. # (if applicable): _____

AND

MENTORING ARTISTS FOR WOMEN'S ART INC. (MAWA)

611 Main Street

Winnipeg MB R3B 1E1

204-949-9490

PROGRAM OBJECTIVE

The principle objective of the MAWA Foundation Mentorship Program is to create an opportunity for women and non-binary artists in the early stages of their professional careers to gain support, encouragement, knowledge and a peer group, through working with an established artist in a mentorship relationship.

PROGRAM EMPHASIS

- 1) One-to-one discussion and critique of the mentees' work
- 2) Technical advice provided by the mentor either directly or by organizing sessions with other mentors or artists in the community
- 3) Guidance in developing effective work habits in the studio and in dealing with the practical concerns of being an artist or curator
- 4) Facilitation of communication between mentees and the community at large, i.e. other artists, curators, gallery administrators, et al.

Please take time to read this employment contract. Mentoring at MAWA is a paid position requiring you to provide leadership and work the outlined hours.

CONDITIONS OF THE AGREEMENT

1) MENTORING FEE

Your total mentoring fee is \$5,600 (plus GST if applicable). This is for approximately 163 hours of active contract time, in addition to preparation.

2) DUTIES

a) Advanced Publicity

Provision of and permission to use 1-2 of your art images for program publicity purposes

b) Mentee Selection Process (May/June 2022, 15 hours)

- i) Reviewing mentor duties and responsibilities
- ii) Reading of application materials from all applicants prior to the Short-List Selection Meeting
- iii) Attendance at the Short-List Selection Meeting to select potential mentees to interview
- iv) Participating in the Mentee Interview Process where you will select your mentees

c) Orientation and Start-Up Activities (September and November 2022 / January 2023, 7 hours)

- i) Mentorship Essentials Workshop
September 10, 2022 - This workshop (which is open to members of the public) provides valuable pointers on goal-setting, clear communication, setting of boundaries and mentorship techniques.
- ii) Orientation and "Getting to Know You" Gathering
September 11, 2022 - This is the first Group Meeting, which is followed by a pot-luck supper that provides an informal setting to get to know the mentees.
- iii) Mentor Curriculum Meeting
November 2022 - This meeting is to outline the curriculum of the year's Group Meetings and assign leadership tasks to mentors for the Group meetings.
- iv) Mid-Year Check-In Mentors Meeting
Following the January or February 2023 Group Meeting - This meeting is to address challenges/concerns/progress.

d) Monthly Group Meetings
Nine 3-hour and four 3.5 hour Group Meetings
(September 2022-August, 2023, 41 hours)

- i) All mentors and mentees will attend group meetings to be scheduled once each month. Your attendance for the full duration of these meetings is required. MAWA staff and the mentors will arrange activities of an educational nature as the focus of these group meetings. Mentors will deliver the educational content at these meetings. This will require research and preparation, and should not be based solely on your personal experience.
- ii) The first Group Meeting will be the 2022/23 Foundation Mentorship Program Orientation. Mentors and mentees will discuss issues such as:
 - (1) Relationship building;
 - (2) Creating a plan and goals for working together;
 - (3) Managing expectations;
 - (4) Dealing with conflict;
 - (5) Evaluating progress ;
 - (6) Scheduling group meetings.
- iii) Each mentor is expected to organize and lead two or three sessions at group meetings throughout the year, as per the decisions made at the Mentor Curriculum Meeting in November.
- iv) If you know you will be missing a group meeting, it is your responsibility to hire and pay a replacement mentor. The replacement mentor should be compensated at a rate of \$35/hour at a minimum. Please consult with MAWA's FMP Coordinator to discuss this.
- v) Absenteeism from more than one meeting without finding a replacement will reduce this contract accordingly.

e) Direct Mentorship of Two Mentees
(September 2022-September 2023, 96 hours)

- i) Throughout the program, mentors will provide professional guidance to 2 mentees, from September 2022 through September 2023.
- ii) One-on-one meetings (2 hours/mentee/month) - As a mentor you will spend no less than 2 hours per month (a total of 24 hours per year) in one-on-one, focused consultation with each of your mentees. Face-to-face, email or phone consultations constitute one-on-one, focused consultation.
- iii) More one-on-one or two-on-one meetings (2 hours/mentee/month) - You will spend an additional 2 hours per month with each mentee (an additional 24 hours per year) in more one-on-one consultation, or in small group or social activities (such as sourcing materials or attending lectures,

screenings and openings) with each of your mentees. If appropriate to the needs of the mentees, the mentor can spend these hours with both mentees together.

- iv) If you are unable to meet with your mentees for a month it is your responsibility to hire and pay a replacement mentor. The replacement mentor should be compensated at a rate of \$35/hour at a minimum. Your absence from the program and the selection of a replacement mentor must be discussed with your mentees and MAWA's FMP Coordinator in advance.

**f) Year-End Celebrations
(September 2023 and beyond, 4 hours)**

- i) Year-End Gathering
September 11, 2023 - Your presence is required at this gathering bringing together mentors and mentees of your year and the subsequent year to celebrate your year's completion.
- ii) Year-End Showcase/Project
Whenever it is scheduled, your presence is required at your mentees' year-end showcase/project.

g) Reports

- i) Mentee Goals Reports
October 28, 2022 - Your mentees' goals for the year, submitted in writing, and signed by you and your mentees.
- ii) Interim Progress Reports
March 31, 2023 - Written progress reports regarding what you and your mentees have done since September (meeting dates, durations, activities) and the progress they have made with respect to their goals. (Mentees will also be required to report, separately.)
- iii) Check-In
June 30, 2023 - Email or phone check-in with the FMP Coordinator regarding how the mentorship is going.
- iv) Final Reports
October 30, 2023 - Written report regarding your one-on-one meetings with your mentees, their progress in relation to goals and suggestions for future iterations of the program. (Mentees will also be required to report, separately.)

3) PAYMENT, MEETINGS AND DEADLINES

You will be paid in five installments according to the following schedule.

May/June 2022	Reading of application materials Short-List Selection Meeting Mentee Interview Process Reviewing mentor duties and responsibilities	15 hours
Mentorship Fee Installment		\$515

September 10, 2022	Mentorship Essentials Workshop	27 hours
September 11, 2022	FMP Orientation Meeting followed by the “Getting to Know You” Gathering	
October	Attendance of 1 Group Meeting Mentorship of 2 Mentees	
October 28 DEADLINE	Mentee Goals Reports	
Mentorship Fee Installment		\$930

November - March	Attendance and Leadership of 5 Group Meetings	51 hours
Mid November - Mid-March	Mentorship of 2 Mentees	
November, TBD	Mentor Curriculum Meeting	
January 2023, TBD	Mid-Year Check-In Mentors Meeting	
November - March	Attendance and Leadership of 5 Group Meetings	
March 31, 2023 DEADLINE	Interim Progress Reports	
Mentorship Fee Installment		\$1,750

Mid-March - Mid-June (inclusive)	Mentorship of 2 Mentees	36 hours
April - June, 2023 (inclusive)	Attendance and Leadership of 3 Group Meetings	
June 30, 2023 DEADLINE	Email or phone check-in with the FMP Coordinator	
Mentorship Fee Installment		\$1,235

Mid-June - Mid-Sept., 2023	Mentorship of 2 Mentees	34 hours
July and August 2023	Attendance and Leadership of 2 Group Meetings	
TBD	Year-End Gathering and attendance of the mentees Year-End Showcase/Project	
October 30, 2023	Final reports	

DEADLINE	
	Mentorship Fee Installment \$1,170

4) OTHER IMPORTANT NOTES

- a) You must attend group sessions and meetings in person. This is not negotiable, as it impacts the quality of the experience for the mentees.
- b) All mentors and mentees must abide by public health measures.
- c) All mentors must be members of MAWA. This helps you to be aware of other MAWA programs that can provide valuable experiences for your mentees. It is hoped that mentors attend general MAWA events and that they encourage the mentees to attend MAWA events as a part of their work in the program. If your membership is not up to date, please contact the MAWA office in this regard.

5) CONTRACT TERMINATION

- a) Occasionally, due to a variety of life situations, a mentor may be unable to fulfill their mentoring commitment. If any of the conditions listed below arise, a consultation process with the MAWA Executive Directors and MAWA Program Coordinator will begin, which may result in your contract being terminated.
 - i) Not being sufficiently available to the mentees
 - ii) Not devoting the contracted hours to the mentees
 - iii) Not devoting the contracted hours to the group meetings
 - iv) Not participating with the other mentors in leading the group meetings
 - v) Irreconcilable differences between yourself and the mentee(s)
 - vi) Your mentee(s) leaving the program for any reason
- b) Compensation in the event of contract termination:
 - i) For every month you have mentored, you will be paid \$380/month plus compensation for any meetings outlined in this contract that you have attended.
 - ii) If the mentorship is fruitful/possible for one of your mentees and not the other, your obligation to the one mentee will be suspended (in consultation with MAWA staff). However, you will still be obliged to mentor your other mentee and participate fully at group meetings. For every month you have mentored two mentees, you will be paid \$380/month plus compensation for any required meetings that you have attended. For every month that you mentor one mentee, you will be paid \$240/month, which includes your fee for continued participation at group meetings.

Thank you for agreeing to be a mentor and best wishes for a successful year.

Please return one signed copy of this contract to the MAWA office. Keep one copy for your files.

Co-Executive Director, MAWA

date

Mentor

date