

## **2011-2012 WARM MENTOR PROGRAM INFORMATION** **FOR MENTORS AND PROTEGES**

### **Program Description:**

The WARM Mentor Program is a supportive resource that pairs emerging and professional women artists for two years (40 hours total). Each protégée directs the process of selecting her mentor, identifying her goals and tracking her progress. Mentors share wisdom and professional skills while providing supportive critique.

The WARM Mentor Program was founded to ensure that women are full participants in the development of the visual arts and culture in their communities and society. This program responds to unique challenges women artists face, such as balancing professional life with family and community responsibilities; redressing women artists' historic under-representation in the public eye by promoting strong female artist role models; supporting diversity in artistic expressions by women; and establishing financially viable careers.

The Mentor Program is designed for the serious artist who is in the early stage of her career. Each participant pairs with a professional woman artist mentor for a two-year term beginning in January 2011.

### **Who is an emerging artist?**

An artist at the early stage of her career who has mastered the basic techniques of her art form and is attempting to launch a professional career in the arts.

The age of the artist is not a consideration. Individuals who are mid-career and have chosen to switch to an artistic pursuit in a professional capacity are eligible.

Artists who are currently enrolled in an undergraduate program are not eligible to participate.

### **Program Benefits:**

The WARM Mentor Program offers an individualized approach to artistic growth. Each Protégée directs the process of selecting her Mentor, identifying her goals with the Mentor's help, and tracking her progress.

The program offers:

- A firm foundation upon which to build an ongoing professional support system.
- Workshops on general career development issues for artists, such as exhibiting, finances, and developing peer critique groups.
- Training in the Critical Response method of obtaining feedback on artwork.
- Small groups formed by protégées who meet on a regular basis to form connections, exchange critical feedback and support.
- Professional exhibition opportunity for Mentors and Protégées in the fall of 2012 at the Grain Belt Bottling House Atrium Gallery featuring their work created during the program.

### **How to Determine if You Are Ready for the Program:**

An artist is ready to participate in the WARM Mentor Program if they are:

- Willing to commit to the two-year cycle and participate in the culminating group exhibition.

- Able to commit a minimum 20-40 hours per month to working independently on their art.
- At the level of an emerging artist as defined above and have a strong desire to continue to develop as an artist.
- Self-motivated and willing to take advantage of available opportunities.
- Eager to learn new skills and abilities and exhibit a desire to develop existing skills and abilities.
- Willing to be an active participant in the WARM Mentor Program and associated events.
- Able to meet monthly, in person, with their mentor and, in addition, maintain contact via phone or email as determined by the mentor/protégée pair.
- Able to commit to the contractual agreement written by the mentor/protégée pair, that will include meeting times, program goals and financial arrangements, as well as, other topics agreed upon by the mentor pair.
- Able to communicate and cooperate with others.
- Willing to work hard, share their knowledge, be open to new experiences and have fun.

### **Roles and Responsibilities of a Protégée:**

The success of the Mentor Program is dependent on both the mentor and the protégée. Protégée responsibilities include:

- **Identify and set goals for the program, develop action steps.**
- Clarify and revise goals as needed with feedback from your mentor.
- Monitor and track progress toward those goals and keep the mentor updated on your progress.
- Develop a mutual agreement for meetings, payments, preferred method of contact
- Be open to guidance, suggestions, and coaching.
- Be direct, honest, and upfront with your mentor. Identify any challenges you are facing in the program.
- Ask questions so that a clear understanding is reached.
- Keep your mentor informed of changes in needs, expectations, or goals.
- Ask questions about your mentor's career and experiences.
- Accept feedback in a positive manner.
- Respect your mentor's time by being on time, being prepared for each meeting, and by keeping commitments.
- **Participate in Mentor Program workshops, Critical Response critiques, networking events, the final exhibition, and a program evaluation.**
- Be a current WARM member and attend WARM events, as much as possible, in order to get the most out of the program.

### **Roles and Responsibilities of a Mentor:**

WARM mentors come from diverse backgrounds and bring various skills from university, traditional and other training. They are selected on the basis of their desire to pass on their knowledge to developing artists, their support for WARM's mission and purpose, and their record of excellence in professional artistic achievement. Mentor responsibilities include:

- Mentors meet regularly with their protégée for a total of 40 hours over the course of the program cycle beginning in January 2011 and concluding in December 2012 or until 40 hours are completed
- Mentors participate in orientation, training workshop(s), and Mentor program social events as their schedules permit
- Mentors arrange a payment schedule with their protégée that is within the program guidelines and meets the needs of their protégée
- Mentors review their protégée's goals and objectives at regular intervals throughout the program, track their progress and complete evaluations in a timely manner
- Provide resources to protégées on grant/statement writing, gallery submissions, publicity, studio practices, career and technical development
- Maintain a professional working relationship with their protégée and treat all program participants with equal respect, time and attention
- Mentors read and respond to emails, phone calls and mail on a regular basis
- Mentors communicate directly with their protégée about questions, concerns and conflicts.
- Mentors complete and return evaluations, surveys and other paperwork as appropriate
- Be a current WARM member and attend WARM events as their schedules allow.

### **Choosing a Mentor:**

The first step is to review online Mentor Program profiles and attend Mentor Introductory Events. If you determine you are ready to participate in the WARM Mentor Program you will be required to complete the Mentor Program application.

After these steps are fulfilled you will have the opportunity to interview **three** potential mentors. These interviews establish rapport and measure the viability of a match. After the review and interview process, the protégée will contact the coordinators to inform them of their choice. **The mentor will make the final determination as to which protégées she will work with during the cycle.**

### **Points to Consider When choosing a Mentor:**

- **Know yourself; reflect upon your strengths and weaknesses.**
- **Understand your goals and aspirations; determine your specific needs and desired outcomes.**
- Think about the types of responsibilities and challenges you face and if the prospective mentors have experience in these areas.
- Review the mentor profiles including their resume, skill list, personal statements and images of their work.
- Consider using community resources and personal recommendations to broaden your knowledge of the program and the mentors.
- **Pay attention to the match of personalities and working styles, not just a match of media or skills.**
- **Take responsibility for your own development and have realistic expectations of yourself and your potential mentor.**

### The Interview:

There will be a specific time period when all interviews must be scheduled. **No interviews will be allowed before the start date and all interviews must be conducted before the end date. In addition, no prearranged pairings will be allowed.**

**After you have submitted your required materials, you may contact three potential mentors to arrange an interview appointment.** The interview process allows both participants an opportunity to discuss their goals and expectations within the program. Every mentor is different therefore every mentor pair will have a unique experience. In order to maximize this experience please consider the following:

- Confirm your appointment to avoid any scheduling conflicts.
- Arrive on time and be respectful of your mentor's allotted time.
- **Be prepared; do your homework. Be prepared to show and discuss your artwork, your expectations of the program and a mentor, and the directions and outcomes you hope to achieve during the course of the two-year program cycle.**
- **Bring an extra copy of your application materials.**
- Discuss when the mentor is available to meet during the course of the program to make sure your schedules are compatible. For example, you are only available to meet on weekends and the mentor is only available on weekdays, an obvious problem.
- Both the protégée and mentor must arrange an agreed upon payment schedule. Discuss setting up an automatic deposit to the mentor's checking account.
- **Mentors must complete all their scheduled interviews before choosing which protégées they feel are suitable matches. Please do not ask a mentor to make a commitment to you during an interview.**
- **After you complete your interviews, you may contact the coordinators to inform them of your choice. This information will be relayed to the mentors who will make the final determination as to which protégées she will work with during the two-year program cycle.**
- Protégées will be contacted about pairings after the interview end date has passed.

### The Contract:

The contract is a formalization of the mentor/protégée relationship. It will contain contact information, review all program costs, outline proposed goals and outcomes and specific steps and work plans required to reach those goals. All of the mentioned contract points are determined and agreed upon by the mentor/protégée pair. Each person is required to sign and date the contract. **The protégée will mail the contract and listed fees to the WARM office address printed on the contract.**

### Program Fees:

- A non-refundable program fee of \$150 and a \$30 reduced rate membership fee are paid when the signed contract is submitted to WARM.
- Administration fee of \$250
- All mentor/protégée pairs will work independently for forty (40) hours beginning in January 2011 and concluding in December 2012 or until forty hours has been completed.

- Protégées will pay their mentors directly a fee of \$40 per hour for a total of \$1,600.00 per two-year cycle. Mentor and protégée will arrange an exact payment schedule.
- Reduced rate membership fee of \$30 at beginning of second year.
- A culminating exhibition will be held in October of 2012 at the Grain Belt Bottling House Atrium Gallery. This is a mandatory exhibition. All artists will pay a \$50 participation fee, which covers costs associated with the exhibition.

In summary costs include:

- \$150 non-refundable program fee
- \$250 administration fee
- \$30 reduced rate yearly membership fee; \$60 for two-year total
- \$1,600 for 40 hours of mentored instruction
- \$50 exhibition fee

### **WARM Mentor/Protégée Program Exhibition**

The culmination of the two-year program is an exhibition of work created during the program cycle. This is a **mandatory** exhibition in which both mentors and protégées exhibit their current work.

For the 2011-2012 program cycle the exhibition will be held at the Grain Belt Bottling House Atrium Gallery at 79 13<sup>th</sup> Avenue N.E. in the Northeast Minneapolis Arts District. The Grain Belt space is a large raw space gallery with room for 2D, 3D, installation work, film and much more. As always, there will be an opening reception, publicity and plenty of hands-on learning in regard to mounting a large exhibition. All participants will pay a \$50 exhibition fee.

### **Discrimination is prohibited**

All WARM mentor/protégée participants shall:

- Refrain from harassment on the basis of race, creed, religion, sex, sexual or affectional orientation, color, national origin, ancestry, familial status, age, disability, marital status or status with regard to public assistance.
- Refrain from sexual harassment, which includes: sexual advances; requests for sexual favors; sexually motivated physical contact; or other verbal or physical conduct or communication of a sexual nature (such as slurs, threats, derogatory comments, or unwelcome jokes).
- Refrain from relationships with any protégée (yours or someone else's) that is not grounded in professionalism.
- WARM will investigate and attempt to resolve the complaint properly.