

# CATAPULT CATAPULT CATAPULT

## FAQ'S

### **HOW WILL GUILDHOUSE SUPPORT ME IN THE MENTORSHIP?**

Guildhouse will act as an advisory support for both the mentee and mentor. Through generous funding support from the Ian Potter Foundation Guildhouse offers the mentee \$5,000 support for their mentorship project. Guildhouse will also provide staff support to both the mentee and mentor should they require advice throughout the project, however it should be noted that the mentorship is self directed.

### **WHAT SHOULD MY AIMS AND GOALS OF A MENTORSHIP LOOK LIKE?**

- think about your current practice and where you want your practice positioned within the industry
- what goals do you need to fix in place to attain that position?
- be prepared and welcoming of critical dialogue around your practice
- ensure you have time to dedicate to your mentorship goals

### **HOW DO I CHOOSE MY MENTOR?**

A mentor is an experienced and trusted adviser. When selecting a mentor you might like to consider the following:

- what experience can the mentor bring to my practice?
- what qualities within the artist or their work would my practice benefit from?
- what are my own career goals and how does my proposed mentor fit within them?
- does the mentor have time in their schedule to dedicate
- choose someone who is not only supportive, but challenging

### **HOW DO I APPROACH MY MENTOR?**

- If you do not personally know your mentor Guildhouse can assist in introducing you.
- If you do know your mentor present a short but concise plan for the mentorship to them. Outline what you would like to achieve and what you hope their role as mentor will provide to them. Let them know from the outset the structure (ie contact time) and their fee.

### **POINTS FOR BEING A GREAT MENTEE**

- be clear in your needs, but be flexible with out comes.
- respect your mentor. Be committed, show your mentor that you value their time and yours.
- your mentor will critique your practice and methodology, be open to feedback and feel comfortable discussing your work in this manner.
- you may not agree with all of the advice a mentor gives you. It's ok to disagree, discuss the things you disagree on and be open to the other persons point of view.

### **POINTS FOR BEING A GREAT MENTOR**

- be genuine and generous. Provide advice that supports and challenges the mentor.
- research the mentee and check that their professional practice goals are in line with your experience.
- be clear in your expectations and what you both want to deliver over the course of the project.
- be forthcoming about the trials and tribulations in your practice, including your own mistakes.

### **WHAT DOES A MENTORSHIP BUDGET LOOK LIKE?**

The budget should include income and expenditure. Expenditure will include the amount of hours work from both parties, travel expenses, material expenses. Income will include the \$5,000 from Catapult and any other additional income streams (grants or personal monies) dedicated to the mentorship and associated artists practice at this time.



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## **IF MY MENTORSHIP IS NOT GOING TO PLAN HOW DO I NAVIGATE?**

Keep in contact with the Artistic Programs Manager at Guildhouse throughout your mentorship. We have engaged 90 artists in mentorship programs over 5 years and are in a position to provide advice on any aspect of the mentorship – from budget, to communication between artists to project reporting. Although the mentorships are very much self directed, we're here to assist you.

## **PROJECT REPORTING**

A progress report must be submitted to by each Mentee at the mid-point of the project. This report can be in the form of an email and maximum of 500 words. Please also provide visual documentation (min two images), associated captions and credits.

The mentorship will see two project reporting periods, one at the half way mark of the mentorship and one at the close of The Mentor and the Mentee will provide Guildhouse with a final report at the end of the Project via email and should include the following:

- overview of activities undertaken
  - what have you gained through the Catapult opportunity?
  - how has the Catapult opportunity helped strengthen your career goals in the creative sector
  - documentation (min two images), associated captions and credits.
  - associated receipts and invoices (if you received funds towards expenses other than artist fees) NB. any unaccounted funds will need to be repaid to Guildhouse.
  - 50% first payment with the balance invoice paid on receipt of the final report.
- the mentorship. The report will

## **PROGRESS REPORT**

A progress report must be submitted to by each Mentee at the mid-point of the project. This report can be in the form of an email and maximum of 500 words. Please also provide visual documentation (min two images), associated captions and credits. It's a good idea to take plenty of documentation shots throughout the mentorship for reporting and for your own personal reference.

## **FINAL REPORT**

The Mentor and the Mentee will provide Guildhouse with a final report at the end of the Project via email and should include the following:

- overview of activities undertaken
- what have you gained through the Catapult opportunity?
- how has the Catapult opportunity helped strengthen your career goals in the creative sector
- documentation (min two images), associated captions and credits.
- associated receipts and invoices (if you received funds towards expenses other than artist fees) NB. any unaccounted funds will need to be repaid to Guildhouse.
- 50% first payment with the balance invoice paid on receipt of the final report.

