

## State Arts Agency Arts Education Managers Mentorship Program: Structure

**The mentorship program for the state arts agency arts education managers is an interactive process that will build leadership in the field and improve the capacity of managers to serve constituents and promote arts education.**

### **State arts agency arts education mentors are:**

- ❖ guides, coaches and confidants
- ❖ confident professionals with relevant, expansive knowledge and expertise in the field
- ❖ empathetic listeners and clear, informed communicators
- ❖ experienced at overcoming challenges
- ❖ available and proactive to schedule meetings over a one year period with mentee

### **State arts agency arts education mentees are:**

- ❖ committed to connecting with a mentor for at least a one year period
- ❖ self-aware and motivated to learn more about the field
- ❖ proactive at soliciting feedback from mentor
- ❖ open to coaching and feedback
- ❖ able to articulate professional and personal goals

### **Expectations for participating in the program**

- ❖ committed to the program for at least one year, reaching out to mentor/ee quarterly
- ❖ sign a Mentorship Agreement Form
- ❖ prepared for meetings and respectful of relationship and time involved
- ❖ identify goals and appropriate action steps
- ❖ complete a final evaluation form and return to NASAA after one full year of participation. \*Time will be scheduled at the following PDI if you are able to meet face-to-face.

### **SAA Mentorship Structure: One year from PDI to PDI**

#### **The NASAA arts education manager/ New Managers' Committee chair will:**

- ❖ contact New Managers to assess needs for mentor
- ❖ assign mentors for new managers
- ❖ send SWOT Analysis two weeks prior to PDI to Mentee
- ❖ forward results to Mentor one week prior to PDI
- ❖ manage New Managers' Orientation and Mentors Meeting
- ❖ provide and collect Mentorship Agreement and Evaluation Forms

#### **The mentor will:**

- ❖ review SWOT Analysis
- ❖ attend Mentors' Meeting at PDI
- ❖ attend New Manager's Orientation at PDI to meet with Mentee to create action steps, structure meetings and sign Mentorship Agreement Form
- ❖ schedule and meet with mentee at least four times over a one year period
- ❖ complete a final evaluation form and return to NASAA after one full year of participation. \*Time will be scheduled at the following PDI if you are able to meet face-to-face.

#### **The mentee will:**

- ❖ complete SWOT Analysis two weeks before PDI
- ❖ attend New Manager's luncheon at PDI
- ❖ attend New Manager's Orientation at PDI to meet with Mentor to create action steps, structure meetings and sign Mentorship Agreement Form
- ❖ meet with mentor at least four times over a one year period
- ❖ complete a final evaluation form and return to NASAA after one full year of participation. \*Time will be scheduled at the following PDI if you are able to meet face-to-face.