

# Museums & Galleries NSW

## MENTORSHIP & FELLOWSHIP PROGRAM

### 2010 GUIDELINES FOR MENTORSHIPS

Open Gallery Mentorship x 2

Open Museum Mentorship x 2

Amount Available: Up to \$2,500 per Mentorship

Closing Date: Friday 12 March 2010

#### PURPOSE OF PROGRAM

The M&G NSW Mentorship & Fellowship Grant Program provides an exciting opportunity for paid staff from regional museums and galleries in NSW to access expertise and programs in state/national cultural institutions for the purpose of professional development.

Managed by Museums & Galleries NSW (M&G NSW) and funded by Arts NSW, the program provides professional staff with an opportunity to extend their knowledge, enhance their skill levels and increase their networking base through access to the resources and staff of larger cultural institutions.

The Open Mentorship Program for museums and galleries funds placements that focus on an area of interest to the applicant which will expand their professional skills and knowledge. Focus areas may include, but are not limited to, education, curatorial practice, heritage sites, programming, research, collection management or Indigenous issues.

Mentorships are appropriate for mid-level or emerging museum and gallery personnel.

## **OPEN GALLERY MENTORSHIP**

**Host:** Your choice - applicant to nominate a host venue in NSW

**Focus:** Your choice - do you have a field of professional practice that you would like to focus on with assistance from an appropriate host venue? This Mentorship placement allows you to choose your Mentor focus and venue in consultation with M&G NSW.

## **OPEN MUSEUM MENTORSHIP**

**Host:** Your choice - applicant to nominate a host venue in NSW

**Focus:** Your choice - do you have a field of professional practice that you would like to focus on with assistance from an appropriate host venue? This Mentorship placement allows you to choose your Mentor focus and venue in consultation with M&G NSW.

## **SUGGESTIONS FOR MENTORSHIPS**

While all four Mentorships are open, M&G NSW has contacted a shortlist of possible institutions, based on feedback from the sector, which have agreed to act as hosts. These are provided as suggestions:

- Art Gallery Society of NSW (Members program)
- Museum of Contemporary Art Bella Program (Programs for disadvantaged/disabled youth)
- Aboriginal and Torres Strait Islander Art Department, Art Gallery of NSW
- Albury Library Museum
- Australian Museum Commercial Services (retail)
- Historic Houses Trust Volunteers Program

## **AMOUNT AVAILABLE**

The maximum amount that can be applied for under the Mentorship Program is \$2,500.

## **TIME FRAME**

Applications for the Mentorships must be postmarked on or before Friday 12 March 2010.

No late applications will be accepted.

Mentorships must be carried out before Thursday December 31 2010.

## STAFF CONTACT

Applicants must contact M&G NSW to discuss your project. Staff can assist with advice on writing grant applications, developing a project, budgeting and sourcing appropriate consultants.

### Enquiries can be directed to:

Steve Miller

Manager Professional Development

Museums & Galleries NSW

t: 02 9358 1760

freecall: 1800 114 311 (regional only)

e: [stevem@mgnsw.org.au](mailto:stevem@mgnsw.org.au)

## ELIGIBILITY CRITERIA

Applicants must:

- be in a paid part-time or full-time position in a regional/public museum or gallery in NSW – excluding major state or national cultural institutions
- be able to fulfill the placement prior to Thursday 31 December 2010 for two consecutive weeks.

## SELECTION CRITERIA

The selection process takes into consideration:

- that the applicant has sound knowledge of the museum/gallery sector in NSW
- the compatibility of candidate with host venue
- the relevance of the applicant's proposal to their current position
- the capacity of the candidate to apply their new knowledge to their current workplace.

**Note:** Applicants can apply for one of the four Mentorships and only one Mentorship can be awarded to an organisation per round. Preference for Gallery Mentorships will be given to gallery based applicants, and preference for the Museum Mentorships will be given to museum based applicants.

## PRIORITY AREAS

Preference will be given to applicants who:

- have not previously benefited from M&G NSW's Mentorship & Fellowship Program
- are regional applicants or Aboriginal applicants who would have difficulty accessing Mentorship support without assistance.

## **MENTORSHIPS WILL NOT**

The Mentorship Program will not:

- fund applicants based in major state or national cultural institutions
- retrospectively fund professional development placements; or
- fund salary costs of the applicant undertaking the Mentorship.

## **APPLICATION PROCESS**

Applicants must:

- contact M&G NSW to discuss their proposal prior to making an application or contacting a prospective host venue
- complete the official application form
- attach an up-to-date copy of their Curriculum Vitae (no longer than 2 pages).
- provide a letter of support from their organisation.
- provide evidence from their organisation that demonstrates the applicant will be covered by the organisation's insurance whilst undertaking their placement.
- provide a letter of agreement from their endorsed host organisation

M&G NSW will forward a letter or email acknowledging receipt of the application to the applicant. It is the applicant's responsibility to contact M&G NSW if this letter is not received.

**Applications forms must be mailed to:  
Mentorship & Fellowship Grant Program  
Museums & Galleries NSW  
43-51 Cowper Wharf Road  
Woolloomooloo NSW 2011**

## **ASSESSMENT PROCESS**

Eligible applications will be assessed by the Mentorship & Fellowship Program Assessment Panel consisting of:

- a representative from the M&G NSW Visual Art Reference Committee
- a representative from the M&G NSW Museum Reference Committee
- a member of the M&G NSW Board
- a senior M&G NSW staff member

Host venues will be consulted during the assessment process. A new panel is convened for each round of the Mentorship & Fellowship Program. The decisions of the Mentorship & Fellowship Program Assessment Panel are final.

M&G NSW will notify applicants of their outcome by mail within three weeks of the closing date, although funds will not be available until the relevant grant acceptance documentation is completed.

## **GRANT ACQUITTAL**

Successful applicants will be required to provide an acquittal report within six weeks of the project's completion.

The acquittal report includes a 1-3 page report to be written by the applicant containing an overview of the placement, and the resulting benefits to the individual and museum/gallery.

Photographs, media clippings and brochures should be included in the acquittal documentation where available. M&G NSW may use all or parts of this report in marketing material for the Mentorship & Fellowship Program.

A condition of receiving an M&G NSW Mentorship is that the assistance of the Mentorship & Fellowship Program **MUST** be acknowledged in all external material associated with your placement. Clear and detailed instructions of this condition will be provided to you if your application is successful.