

Fellowship, Mentorship and Volunteer Placement Program

2023 Mentorship Program Guidelines

Amount Available: Up to \$3,000 per placement
Closing Date: 5pm, Monday 11 September 2023

The Mentorship Program is a Create NSW devolved funding program, administered by Museums & Galleries of NSW (M&G NSW) on behalf of the NSW Government.

Purpose of program

This professional development program provides staff of museums, galleries, or Aboriginal cultural spaces (including cultural centres and Keeping Places) with an opportunity to extend their knowledge, enrich their skills and cultivate new networks through access to the expertise and resources of larger or specialised cultural organisations.

The Mentorship Program is open to paid staff (full-time and part-time) from NSW public museums, galleries, and Aboriginal cultural spaces. These Mentorships are appropriate for emerging and mid-level museum, gallery, and cultural space professionals.

M&G NSW has arranged placements in three leading state cultural organisations (details below). Applicants can apply to one of these placements or select their own host organisation/s. M&G NSW can provide advice if you choose your own host/s and can initiate contact with relevant organisations on your behalf. **If you need advice regarding a possible host organisation, please contact M&G NSW well in advance of the closing date.**

Important COVID-19 notice: Applicants are encouraged to consider the need for flexible travel arrangements.

Mentorships available in 2023

Gallery Mentorship: Art Gallery of New South Wales

Established in 1871, the Art Gallery of NSW (AGNSW) is proud to present fine international and Australian art in one of the most beautiful art museums in the world. The AGNSW aims to be a place of experience and inspiration, through the collection, exhibitions, programs, and research.

The Mentorship will provide an insight to the Learning and Participation division supporting four key areas of public engagement: Creative learning, Access, Public and Family Programs. The placement will have an emphasis on Creative Learning and therefore will suit someone with experience working in that area and a willingness and ability to work with children and teachers, as well as other audiences.

Further information: <https://www.artgallery.nsw.gov.au>.

Museum Mentorship: Powerhouse

The Powerhouse sits at the intersection of art, design, science, and technology and plays a critical role in engaging communities with contemporary ideas and issues. Established in 1881, we are undertaking a landmark infrastructure renewal program, spearheaded by the creation of the flagship museum, Powerhouse Parramatta; expanded research and public facilities at Powerhouse Castle Hill; the renewal of the iconic Powerhouse in Ultimo; and the ongoing operation of Sydney Observatory.

Powerhouse is the custodian of over half a million objects of national and international significance, a collection considered to be one of Australia's finest and most diverse. The revitalisation of Powerhouse Ultimo and the launch of Powerhouse Parramatta offer the opportunity to be part of a growing dynamic and collaborative team that is redefining and reinvigorating a much-loved institution.

There is one mentorship opportunity available with Powerhouse in the 2024–25 financial year. The position will be individually tailored to meet the needs of the participants and the capacity of the museum.

Visitor Experience Opportunity

This Mentorship will provide a unique insight into this transformational project with a focus on visitor experience and engagement. The placement will be tailored to the recipient's needs, focusing on front of house operations, volunteers' program, or event management.

More information about the Powerhouse can be found at: <https://www.maas.museum/>.

Museum Mentorship: Museums of History NSW

Museums of History NSW was established on 31 December 2022 to bring together the operations of Sydney Living Museums and NSW State Archives. This new entity cares for and provides access to collections in a range of environments including house museums, historic and contemporary museum buildings.

The collections care team works across all aspects of conservation and collection management for museum and archival collections and includes an extensive paper conservation lab based at Kingswood in western Sydney, a dedicated collection store at the Museums Discovery Centre Castle Hill as well as caring for collections at our museums across Sydney and Nowra. Our

collections include paper documents, photographs, sculpture, paintings, musical instruments, furniture, costume, parchment, and audio-visual formats.

A placement with the Collections Care team can be tailored to meet the needs of a range of needs, areas that could be incorporated include:

- Housekeeping and conservation cleaning in historic house environments
- Managing museum environments in historic buildings
- Collection packing and moving for storage or loan
- Collection storage systems (from simple cupboards to an extensive store)
- Cataloguing and the collection acquisition process
- Preparing paper documents and photographs for digitisation
- Handling and identifying conservation needs for various collection materials
- Pest Management and mould remediation
- Disaster Preparedness and response
- Preparing archives for access by readers

We encourage potential applicants to contact us to discuss.

There may be opportunities in other areas of MHNSW including within the Programming, Production & Audience Division where you will gain insight into multi-disciplinary team-based approaches for developing and delivering high quality museum outcomes, such as exhibitions, digital projects, public programs, learning programs and research projects. The placement can be tailored to the recipient's needs, focusing on research and access, interpretation, creative project development and management, digital projects and/or design processes.

Amount available

- A maximum of \$3,000 can be requested
- Funds will assist with travel, accommodation, and per-diem costs. Please discuss any other costs with M&G NSW staff prior to application. In special circumstances funds can be used to back-fill the recipient's position while their placement is undertaken.
- This program will not fund the applicant's salary while undertaking the Mentorship.

Timeframe

- The closing date is **5pm, Monday 11 September 2023**
- No late applications will be accepted
- Unless otherwise specified, all placements must be carried out **between 1 July 2024 – 30 June 2025**

Eligibility criteria

To be eligible you must:

- Be working in a paid position in a NSW public museum, gallery, or Aboriginal cultural space (staff based in major state or national cultural organisations are ineligible to apply)
- Be able to fulfil the placement between 1 July 2024 – 30 June 2025 over two consecutive weeks
- Agree to abide by the Terms & Conditions of the grant program
- Not have previously received an M&G NSW Mentorship or Fellowship
- Not have applied for, or received, Create NSW funding for the same activity.

Assessment criteria

Applications will be assessed against the following criteria:

- Relevancy of your Mentorship aims to your skills and current employment
- Ability to apply new knowledge to your present workplace
- Strong knowledge and skills base able to be built upon through the Mentorship
- Compatibility with the host organisation
- Strategic focus of the Mentorship aims (i.e., long-term outcomes).

Secondary Assessment criteria

The selection process takes into consideration

- Whether an applicant has a greater need of assistance than equally ranked applications
- Whether the applicant's organisation would benefit more than equally ranked applications.

Priority areas

Preference will be given to applications which target one or more of the following priority areas:

- People disadvantaged or isolated through COVID-19 or natural disasters
- People living in regional NSW
- People living in Western Sydney
- Aboriginal people
- Culturally and linguistically diverse (CALD)
- People living with a disability
- Young people (under 26).

The program will not

- Fund applicants based in major state or national cultural organisations
- Fund applicants based outside NSW
- Retrospectively fund professional development placements
- Fund applicants who have received other Create NSW funding for the same activity.

Application process

As an applicant, you must:

- Contact the Training and Engagement Manager (BrenD@mgnsw.org.au or Wed-Thurs on 0458 940 002) to discuss your proposal before you submit your application
- Submit your application on the relevant [online application form](#)
- Submit the relevant support material:
 - Attach an up-to-date copy of your CV (**3 pages max.**)
 - Provide a letter of support from your employer or management body
 - Provide a letter demonstrating endorsement by the host organisation if placement has not been facilitated through M&G NSW
 - You may choose to supply additional budget details (**1 page max.**)

Applications must be submitted via the online application form available via the M&G NSW website:

<http://mgnsw.org.au/sector/funding/grants-we-administer/placement-programs/mentorship-program>

After the closing date M&G NSW will send you an email acknowledging your application. **It is your responsibility to contact M&G NSW if you do not receive this acknowledgement.**

Assessment process

- Eligible applications will be assessed by an assessment panel consisting of professionals from the NSW museum, gallery, and cultural space sector. Host venues may be consulted during the assessment process.
- The decisions of the assessment panel are final. A new panel is convened each round of this program.
- M&G NSW will endeavour to notify applicants of the assessment outcome within 13 weeks of the closing date.

Payment Details

- The grant payment will be made to you OR your employer. Funds will not be available until the grant acceptance documentation is completed.
- Please be aware that this grant is considered income and should be reported in personal income tax returns.
- Successful applicants must provide proof of insurance, provided by their employer, covering the placement period.

Terms & conditions

Applicants must abide by the following terms and conditions of the Mentorship Program:

- All grant funding must be expended as per the approved budget
- Any unused grant money will be returned to M&G NSW
- M&G NSW and Create NSW must be publicly acknowledged as supporting the project by using the appropriate logos and text acknowledgement on all printed and/or electronic material produced in relation to the funded activity. This includes publications, invitations, banners, websites and any printed or electronic material. Any products developed as a result of the funded activity must also carry the M&G NSW and NSW Government logos and acknowledgments.

The following written acknowledgement must accompany the NSW Government logo:

This project is supported by Create NSW's Fellowship, Mentorship and Volunteer Placement Program; a devolved funding program administered by Museums & Galleries of NSW on behalf of the NSW Government.

The logos and written acknowledgement should be placed in a position appropriate to the level of support. Logos and style-guides are available from the M&G NSW Communications Coordinator on 02 9252 8300 or email comms@mgnsw.org.au.

- Successful applicants are required to submit an acquittal report within two months of the project's completion. The acquittal includes:
 - A financial report
 - A written report (3 pages max.) that will include an overview of the Mentorship and the benefits of the placement to the individual and their museum/gallery.
 - Photographs should also be included with the acquittal where available and should represent your Mentorship activities
- M&G NSW may use all or part of your acquittal report in marketing material and promotion of the Fellowship, Mentorship and Volunteer Placement Program.