

MENTORSHIP FORM



Curtain Club Theatre
Your Community Theatre

Name of Mentor: _____

Name on Mentee: _____

Role: _____

Production: _____

Please note that this process is not for assistant roles or shared roles. It is a mentorship that offers observation and private discussions with the mentor.

To ensure that all involved understand the arrangement, it is expected:

- for consistency, the process will be documented and maintained by the production manager(s)
- the mentor and mentee should agree on how they should communicate and how often they should meet
- the mentee discusses what they hope to gain from the process with the mentor and production manager(s)
- the mentee will learn through observation and discussion with the mentor
- during an event (rehearsal, meeting etc.) the mentor
 - a. will observe the work of the event (be a fly on the wall)
 - b. will take notes of questions they want to discuss with the mentor
 - c. will not be called on to comment or ask questions on the work during the event
 - d. will not take on the mentor's role during an event
 - e. will not actively involve themselves in the work between the mentor and others working the event
- following an event (rehearsal, meeting etc.)
 - f. arrange a time to meet with mentor
 - g. the mentee will have a chance to discuss their notes/questions with their mentor
 - h. receive feedback from the mentor
- if the mentor or mentee wish to change or terminate the mentorship:
 - i. they should be able to come forward for any reason
 - j. they should talk to the other party and the production manager(s) to ensure that all parties understand and agree to any changes in the mentorship

NOTE: all members that participate in the production shall understand the role of the mentee. We hope that this mentorship is a rewarding learning experience.