## ARTIST ASSESSMENT STARTER GUIDE

#### **Introductions**

Visit and get to know the new mentee. Ask some questions such as the ones listed below

- 1. How did you get interested in media art/s?
- 2. What are your inspirations?
- 3. What hobbies do you have?
- 4. What brought you to In Progress? What Goals?

## **Tour the Space**

- 1. Walk the new mentee through the entire studio space.
- 2. Name each room and what it is used for.
- 3. Point out where and how trash is placed
- 4. Discuss where food can and cannot be eaten
- 5. Point our surveillance cameras and locks.

## **Assessment Steps**

This may take awhile, and you may need to prompt them with additional questions to create content. Please use the following links to complete the assessment process:

- 1. Walk through the website review purpose and then menu headers.
- 2. Complete the Artist Assessment Form
- 3. Provide an overview of How mentees can access the studio
- 4. Complete the studio user agreement.
- 5. Inform new mentee that door codes will be issued by their mentor after they have formally met and the mentor feels they are ready for access.
- 6. Provide an overview of eq access guidelines.
- 7. Inform the new partner that eq access will be reviewed again with their mentor and that the mentor will assist in getting them approved for eq access.

## **Create a Web Profile**

During the assessment meeting, assessors will work with new mentees to draft a <u>web profile</u> that will be used as an overview of their work as practicing artists. The mentee should come to their assessment as best they can with the following information:

- 1. biography (who are they, what is their history related to creativity and artmaking,
- 2. qualifications (any experience or education, exposure they have had);
- 3. skills: specifics related to what technology, software etc, that they have some level of skill in
- 4. links: links to email, websites, social media platforms, and work samples such as vimeo, you tube, sound cloud links).

#### **CHAT GPT**

The assessor should be prepared to use <u>Chat GPT</u> (user id: info@in-progress / pw: GInger2025!) to expand and revise bio. The prompt that works best is: expand and revise this biography in the 3rd person. Break into 2 sections - 1) biography 2) qualifications: (then put into quotes all the information that is provided by the mentee). You may need to tell CHAT GPT what pronouns should be used.

Use the following form to enter the web profile information:

#### WEB PROFILE FORM

# **Review Next Steps**

Explain in a follow up email and what the artist can expect. If the Mentee/Artist doesn't hear from their Mentor within the next week or so they should follow up with a coordinator. You can now close out the meeting.

# **Follow Up**

It is important that follow up and hand off are followed through with immediately after your meeting. Please ensure that once the meeting has been concluded that you do the following:

- 1. Complete a <u>SOCIAL MEDIA POSTING</u>. This act will introduce the new mentee to our In Progress community which is important if we are trying to build support and familiarity to those using the studio. Upon completion of the assessment session, mentors should now submit a social media post about the new mentee. The post should include 1) what brought them to In Progress, 2) one or two of their overall goals they will work on, and 3) a photo of them. You should use the following form to submit:
- 2. Connect the new mentee to their first mentor. Send out an email and c.c. **Kris, The Mentor** and **Mentee** Note that the artist should start with 3 sessions with their mentor on the given subject before they take a break and check in with the mentor about new learning goals. Determine the best method of online communication. When possible use email, but social media may at times be necessary. Use the following <u>EMAIL SAMPLE</u> as a guide to writing your own email
- 3. **Follow-Up**: in 6-8 weeks check on the artist and collect feedback. Share that feedback with the following via email:
  - <u>Eemanna Rivers</u> (eemannarivers@gmail.com)
  - <u>Alicia Thao</u> (aliciathaomusic@gmail.com)
  - <u>Juno Vue</u> (junothemix.business@gmail.com)
  - <u>Simmia Nelson</u> (prod.5immia@gmail.com)
  - <u>Kristine Sorensen</u> (soren@in-progress.org)

If you have any follow up questions feel free to contact me or one of the other artist coordinators via email.