

MENTORSHIP PROGRAM

HANDBOOK





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PROGRAM OVERVIEW

PROGRAM DESCRIPTION

The LPAC Mentorship Initiative is a transformative program designed to bridge the gap between education and professional experience in the arts, communications, and media industries. This initiative empowers students through personal mentorship, hands-on training, and career-building opportunities within the performing arts and its partners.

ELIGIBILITY

Participants can be credit or non-credit students from any major; they do not need to be art majors. You must complete an ADP employment application and be cleared to work as an usher. All you need is a willingness to learn and commitment to the hours and work required.

Participants begin as paid ushers at \$17.00 an hour during a three to six-month evaluation period. Once their evaluation period is complete, they undergo an interview. Candidates who successfully complete their interview process progress to mentees under the guidance of industry experts.

LENGTH OF INTERNSHIP

The mentoring program is a nine-month commitment that begins during your evaluation period. The hours worked during your evaluation period vary depending on the number of events happening at the LaGuardia Performing Arts Center. Once you are selected for mentoring, you will need to commit to a six-week training program for a total of 160 hours.

WEEK 1 5 HOURS (Skill Development)	WEEK 2 5 HOURS (Skill Development)	WEEK 3 5 HOURS (Skill Development)	WEEK 4 5 HOURS (Skill Development)	WEEK 5 5 HOURS (Skill Development)	WEEK 6 5 HOURS (Skill Development)	WEEK 7 5 HOURS (Skill Development)	WEEK 8 5 HOURS (Skill Development)
5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)
10	10	10	10	10	10	10	10
WEEK 9 5 HOURS (Skill Development)	WEEK 10 5 HOURS (Skill Development)	WEEK 11 5 HOURS (Skill Development)	WEEK 12 5 HOURS (Skill Development)	WEEK 13 5 HOURS (Project Development)	WEEK 14 5 HOURS (Project Development)	WEEK 15 5 HOURS (Project Development)	WEEK 16 5 HOURS (Project Development)
5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)	5 HOURS (Internal & External Experience)
10	10	10	10	10	10	10	10

Plan to work a minimum of 10 hours per week. Completing assignments required by the mentoring program is not included in the work week; however, special projects and evaluation conferences may be included within the regular work week.

YOUR COMMITMENT

Your internship will provide valuable work experience, help develop professional skills, and offer opportunities to explore potential career paths. Additionally, the relationships you build with sponsor personnel can serve as important references for future job prospects.

LaGuardia Performing Arts Center is investing significant financial and time in your professional development because we believe in your commitment and professional abilities. It's crucial that you recognize and respect the responsibility of being a mentee.



ROLES AND RESPONSIBILITIES

WHO IS A MENTOR?

A mentor is an experienced professional who guides and supports students in their personal and professional growth. At LPAC, mentors are industry experts in arts, communications, business, and media who share their knowledge, skills, and insights to help mentees achieve their goals.

The Role of a Mentor and Responsibilities:

- Serves as liaison between LPAC partners and Mentee.
- Shares industry insights, best practices, and real-world experiences to help mentees establish and achieve their career goals.
- Offers constructive feedback and support.
- Coordinates schedules with partners and mentees.
- Works with the mentee to ensure the mentee is on track to reaching learning outcomes.
- Guides, assists and evaluates the mentee's professional development.
- Monitors, validates, and evaluates the mentee's performance.

Mentors play a vital role in bridging the gap between academic learning and practical application, empowering mentees to navigate their chosen fields confidently.

WHO IS A MENTEE?

A mentee is a student or emerging professional seeking guidance, knowledge, and skill-building opportunities to advance their career. Mentees in the LPAC Mentorship Initiative are enthusiastic learners eager to grow in the performing arts and related industries.

The Role of a Mentee and Responsibilities:

- Completes the evaluation period.
- Attends Internship Orientation Meeting.
- Collaborates with the mentor to further outline learn.
- Be open to feedback and implement suggestions.
- Participates actively in mentorship sessions, workshops, and program activities.
- Sets clear goals and work with mentors to achieve them.
- Demonstrates commitment, curiosity, and a desire to grow.
- Demonstrates commitment to completing assigned duties and/or projects.

Mentees benefit from personalized mentorship, hands-on experience, and exposure to the industry, equipping them with the tools to succeed in their future endeavors.



PROGRAM PARTNERS

LaGuardia Performing Arts Center's mission is to create meaningful connections among our students, artists, and the broader community. We achieve this through a variety of initiatives, including artist residencies, community programs, and activities that highlight social issues and reflect the spirit of our community. Our partners' commitment to our shared vision allows our mentees to gain insights into diverse business practices. As a mentee, you will have the opportunity to work at the LaGuardia Performing Arts Center and externally with Calpulli Dance Company, Mare Nostrum, WorldCast Live, and Bare Dance, companies with a distinct business focus. This experience will uniquely enrich you with a wide range of cultural and artistic expressions.

MENTORING STRUCTURE

Our mentoring program is specifically designed to provide small group training and allow you to apply your knowledge while exploring the various functions of a performing arts center. As part of the program, you must complete weekly tasks, attend training workshops, and report to worksites at the LaGuardia Performing Arts Center and various partnering company locations.

Program Activities - See the work plan for more details (Appendix A):

- **Workshops:** Topics include technical production, festival management, artist liaison, and business planning.
- **Hands-on Training:** Participation in LPAC events like the Rough Draft Festival and collaborations with partners such as Calpulli, Mare Nostrum Company, and Bare Dance Company.
- **Portfolio Development:** Mentees will create an e-portfolio showcasing their skills and achievements.
- **Business Pitch” Presentation:** Mentees will work as a group to create and present a project for collaboration or funding. This project is meant to test your creative and entrepreneurial spirit.
- **Capstone Presentation:** The program concludes with mentees presenting their e-portfolios and receiving certifications.



TIMELINE OF ACTIVITIES

February – April 2025

- **Advanced QLab5 Training:** Intensive hands-on sessions on sound and lighting design
- **Stage Management Training:** Learning the fundamentals of stage and event coordination and preparing mentees for production roles.
- **Community Engagement Projects:** Mentees work on outreach projects that build community partnerships and support LPAC's mission.
- Develop strategies for future festival planning and artist support.

March – April 2025

- **Rough Draft Festival:** Mentees take on production assistant and stage management roles during the festival.
- Mentorship with Handan Ozbilgin, focusing on festival management, artist liaison, and working closely with artists.
- **Skill Application & Leadership Training:** Mentees take on leadership roles in smaller LPAC projects, managing logistics and coordinating with teams to apply their learning.
- Participate in advanced QLab troubleshooting and festival planning exercises.

April – May 2025

- **Collaborative Projects:** Work with Mare Nostrum Company on ECS presentations at LPAC, gaining exposure to various production aspects.
- Begin initial planning for e-portfolio development to track achievements and skills.

May to June 2025

- **Production Management with Bare Dance Company:** Mentees engage in all stages of production, working on planning, technical execution, and post-production.
- **E-Portfolio Finalization:** Mentees complete and polish their e-portfolios, documenting their skills, experiences, and accomplishments.

June 2025

- **Financial Planning & Budgeting:** Workshops on LPAC's annual budget and business planning to introduce mentees to the operational side of the arts industry.
- **E-Portfolio Presentations:** Mentees present their work to mentors, peers, and LPAC staff.
- **Certification Ceremony:** Celebration of achievements with certificates awarded to all mentees.
- **Networking Event:** Closing event with mentors, industry professionals, and LPAC collaborators to build connections for future opportunities.
- Resources & Support:
- **Program Coordinators:** Available for guidance and issue resolution.
- **Mentorship Committee:** Provides additional resources, networking opportunities, and program oversight.

COMMUNICATION GUIDELINES

Meeting Etiquette:

- Come prepared with questions and updates.
- Respect allotted time and schedule.
- Feedback should be constructive, actionable, and respectful.
- Mentees are encouraged to seek clarification when needed.

CODE OF CONDUCT

- **Respect and Inclusivity:** All participants must foster a respectful and inclusive environment.
- **Confidentiality:** Discussions and sensitive information shared during the program must remain confidential.
- **Professional Behavior:** Participants should adhere to professional standards in all interactions.
- **Punctuality and Commitment:** Attendance at meetings, workshops, and events is mandatory unless prior notice is given.

ATTENDANCE POLICY

Mentees must regularly attend all scheduled meetings, workshops, and events.

Excused absences must be communicated in advance to mentors and program coordinators.



LEARNING OUTCOMES

TECHNICAL SKILLS

- General understanding of design and implementation for art production areas, such as lighting, sound, film & television, and live-streaming technology.
- Students will gain the technical skills necessary for live media production. This includes handling equipment, using software, and understanding production processes.
- Students will learn effective teaching methods tailored to media education. This ensures they can transfer their knowledge effectively to others.
- After completing the curriculum, trained students will be capable of delivering media education within NYC public schools, thus spreading their acquired knowledge and contributing to the community.

Assessment: Mentees will create a project where they will be required to make lighting and sound cues.

ADAPTABILITY

- Recognize how theatre and performing arts can reflect and change communities and culture.
- Mentees will be able to adjust their roles and contributions within a team to meet the needs of a project, ensuring successful collaboration and outcomes.
- Participants will develop the capability to troubleshoot and resolve unforeseen challenges during live streaming and production, demonstrating flexibility and resourcefulness.
- Participants will embrace a mindset of lifelong learning, remaining open to new methods, tools, and approaches in media production and education

Assessment: Participants will live-stream the team project. Technical staff will introduce unforeseen problems and evaluate their approach, teamwork, and effectiveness. Participants will then provide feedback on each other's problem-solving skills



CREATIVITY AND COMMUNICATION SKILLS

- Creative Expression – Mentees will develop entrepreneurial skills by creating and pitching an idea or a project, demonstrating creativity in identifying an opportunity or solving a problem in the arts.
- Cultural Storytelling: Have students share a story, tradition, or custom from their own culture through a presentation or storytelling session (digital or filmed).
- Cultural and Artistic Appreciation – Mentees will explore various cultural and artistic expressions, understanding their impact on society and personal creativity.

Assessment: Have the project they work on explore cultural diversity and discuss the historical context, symbolism, and personal reactions to the pieces. Then, create a pitch about why this project should be showcased or further developed.

SELF-AWARENESS

- The mentee will be asked to complete several assignments focused on helping them understand their strengths and what areas need improvement.
- Identify areas for future knowledge and skill development

Assessment: The mentee will use the ePortfolio (LPAC Mentoring) to document reflective journals and personal and professional goal-setting.



MENTORSHIP PROGRAM

HANDBOOK

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