

Contract for Mentoring Artists

Fees/payment:

- The mentoring artist will receive an honorarium (amount depends on available funds and project merit) after completion. ArtSeed must have a written letter of intent for the project after a 1-month trial period with an apprentice. Artists are required to submit a completed monthly timesheet (template provided below).
- Artists and Apprentices are expected to share supplies/transportation costs during meeting times.

Time commitment:

- The artist agrees to a one-year commitment. The meetings will total a minimum of 4 hours/month (i.e. 2 hour meetings, twice a month)
- The artist must commit to a fixed day/time for regular studio meetings with their apprentice and partners. Rescheduling is possible but should be kept to a minimum. If vocation-related tasks may interrupt regularly scheduled meetings (e.g. art opening, gallery set-up, materials prep/purchasing, art class etc), artists are encouraged to invite apprentices to these outings, as they are also valuable learning opportunities for apprentices to learn what it means to be a working artist.
- Apprenticeship goals: Apprentices can assist Artists with routine studio practices and Apprentices should learn the process that leads to completion of their own work to be presented at ArtSeed culminating exhibitions.

Safety:

- To protect both the artist and the youth, mentoring pairs working in a private studio are required to have a third person present (even if it is another child), unless it is an emergency. Regular artist studio work should involve another Apprenticeship match so as to insure more than two people together at this private location.
- In all questionable situations, Artist(s) should outline the situation in a detailed incident report, documenting date/time, nature of the situation. The report must be submitted to ArtSeed within a week.
- Parents of Apprentices must provide emergency information (allergies etc... and preferred medical facility)
- Artists must keep this information and parental contact info accessible at all times during Apprenticeship.

Communication:

- Artists are encouraged to keep open communication with parents/guardian of apprentice.
- Artists are encouraged to consult or request support from ArtSeed if questions or concerns arise.

I, (print mentor's name) _____, agree to the above terms & conditions.

Signature _____ Date _____

Contract for Youth Apprentices

Fees/payment:

- Apprentices will receive an honorarium (amount depends on available funds and project merit) after completion. ArtSeed must have a written letter of intent for the project after a 1-month trial period with an apprentice. Together artist and apprentice will submit monthly progress reports and timesheets.

Time commitment:

- Apprentices agree to a one-year commitment which takes priority over other after school and weekend activities. The meetings will total a minimum of 4 hours/month (i.e. 2 hour meetings, twice a month)
- Apprentices commit to a fixed day/time for regular studio meetings with their mentoring artist. Rescheduling is possible but should be kept to a minimum. If a schedule conflict arises the apprentice must call and give their mentor 24 hours advance notice. Remember to call the night before each appointment to confirm the meeting.

Safety:

- To protect both the artist and the youth, mentoring pairs working in a private studio we require you to have a third person present, (even if it is another child), unless it is an emergency. In such cases or if there are any concerns an incident report documenting date/time, nature and details of the situation must be submitted to ArtSeed within a week.

- Parents of Apprentices must provide emergency information (allergies etc... and preferred medical facility)
- Artists must keep this information and parental contact info accessible at all times during Apprenticeship year.

Communication:

- Parents/guardians of Apprentices will keep open communication with ArtSeed at all times regarding concerns.

I, (print apprentice's name) _____, agree to the above terms & conditions.

Signature _____ Date _____

Contract for Mentoring Artists

Time Sheet

Artist name: _____

Apprentice: _____

Month: _____

Days/times/location:

Total Hours: _____

Brief summary of lessons/meetings:

Other comments/notes:

For ArtSeed use only

Honorarium/reimbursement paid to _____ date _____ check # _____

Honorarium/reimbursement paid to _____ date _____ check # _____

Notes: