



Cornwall Open Studios Mentoring Programme Agreement – DRAFT for consultation

Between

Mentor's full name: _____

Mentee's full name: _____

Witness's full name (Non-family member): _____

Cornwall Open Studios Mentoring Scheme is designed to support young artists in Cornwall aged 18-26 years old.

This agreement is for the mutual understanding and protection of both parties.

It outlines the roles, responsibilities, and commitments of both Mentor and Mentee during the mentorship period.

It focuses on the preparation, execution, and follow-up of the Cornwall Open Studios (COS) event.

If Mentor and Mentee wish to continue or dissolve the relationship afterwards, that is entirely up to them.

However, if they wish to repeat the scheme in a future year, a new agreement must be signed and submitted to COS if the Mentee is to have images posted on the COS website free of charge.

1. Objectives

- Mentor: to give back to the local community by guiding an emerging artist in the skills, techniques, and understanding required to be a professional artist.
- Mentee: to gain advice, practical experience, and hands-on skills in preparing for and presenting an open studios exhibition.

2. Mentoring period

The Mentorship will run from May through June, covering pre-event preparation, the COS event itself, and post-event follow-up.

3. Responsibilities of the Mentor

Provide guidance to their Mentee on:

- Preparing and setting up an exhibition.
- Promoting the show effectively.
- Engaging visitors and discussing both the Mentor's and Mentee's work.
- Include the Mentee under public liability insurance coverage.
- Feature up to six images of the Mentee's work on the Mentor's page on the COS website at no charge.
- Display at least two works by the Mentee in the studio during the event, space permitting, with no commission taken on sales.
- The Mentee will not be included in the brochure.

4. Responsibilities of the Mentee

Assist their Mentor with:

- Promoting the event on social media.
- Distributing studio guide brochures and flyers to local retailers and other outlets.
- Setting up and de-installing the exhibition.
- Attending and assisting at the open studio during the event. Specifically, no less than on the two mandatory long weekends starting with the May Bank Holiday.
- By arrangement to also attend during the three optional weekdays between the long weekends when the Mentoring Member may arrange appointments with visitors.
- Managing deliveries and collections of sold works during the two weeks post-event.

5. Mutual understandings

- Shared goals: Mentor and Mentee will work toward shared professional and creative goals, focusing on enhancing skills specific to the Mentee's chosen materials and methods.

- Professional conduct: both parties will engage respectfully, maintain a professional environment, and honour agreed commitments.
- Studio presence: the Mentee will attend the studio as per the agreed schedule to assist and learn directly from the Mentor.
- Engagement in addition to this is by mutual agreement and would not involve COS.

6. Termination of agreement

Either party may terminate the agreement if unforeseen circumstances prevent continued participation. In such cases, COS will be notified in writing.

7. Approval and acknowledgement

This agreement must be approved by COS before finalisation. All parties agree to the terms and will provide a signed copy to COS for their records.

Signatories to the Mentoring agreement:

Mentor: _____

Date: _____

Mentee: _____

Date: _____

Witness: _____

Date: _____

For COS: _____

Date: _____