

MENTORSHIP POLICY

1. OBJECTIVES

Melbourne Theatre Company (the **Company**) is committed to growing and connecting with our communities, and to being a contemporary leader in the arts. We believe that theatre is for everyone.

Through offering mentorship opportunities, such as those referred to in this policy, we are committing to fostering future arts practitioners, from all disciplines both on the stage and off, including artists, creatives and technicians.

It is our expectation that all who engage with us, join us in supporting and encouraging the future generations of arts practitioners.

The purpose of this policy is to outline the Company's expectations of Mentees, Mentors and Staff, the procedural process for creative secondments, and to provide an overview of the types of mentorship and professional pathway opportunities that the Company may offer and facilitate.

2. SCOPE

This policy applies to all Melbourne Theatre Company employees and other workers, including performers, creatives and contractors (**Staff**), along with all participants of Melbourne Theatre Company mentorship opportunities.

3. DEFINITIONS

For the purposes of this document, the terms:

- **"Mentorship opportunities"** and **"pathway programs and initiatives"** shall be used interchangeably and shall mean the programs or organised activities aimed at developing arts practitioners from all backgrounds and at all stages of their education or careers.
- **"Secondments"**, **"internships"** and **"attachments"** shall be used interchangeably and shall refer to the act of a secondary or tertiary student or graduate, gaining hands-on experience over a fixed period, under the mentorship of a working professional. Secondments are often associated with a single position and on a single production at a time: for example, a Stage Management secondment.
- **"Mentee"**, **"Secondee"**, **"Intern"**, **"Attachment"** and **"Observer"** shall be used interchangeably and shall mean someone who participates as a recipient in a Mentorship Opportunity or Secondment.
- **"Mentor"** shall mean an individual with professional working experience in a given field, who agrees or is assigned to advise, train or be observed by a Mentee.

4. MENTORSHIP OPPORTUNITIES OFFERED BY THE COMPANY

The availability, composition and extent of mentorship opportunities, pathway programs and initiatives provided directly by Melbourne Theatre Company, is at the Company's sole discretion, with the Company reserving the right to introduce, discontinue, withdraw or amend the opportunities available at any given time.

Opportunities may be offered by direct invitation or via an application process at the Company's discretion, and the Company reserves the right to determine whether any given opportunity is publicly listed (such as via the mtc.com.au website) or not.

Opportunities will generally involve an element of observation, but may include hands-on experience at the Company's discretion, and may include an assessment process.

The following list is intended as an example of the types of mentorship opportunities that the Company may offer or facilitate directly. It is not an exhaustive or definitive list.

- Opportunities for secondary and tertiary students:
 - Work Experience
 - Melbourne Theatre Company Youth Ambassadors
 - Robert Macdonald Professional Development Award
 - Performance observations / 'show watches'
 - Stage Management secondments
 - Directorial secondments
 - Technical Production secondments
 - Administrative secondments
- Opportunities for early-career professionals:
 - MinterEllison Future Directors
 - Future Creatives
 - Performance observations / 'show watches'

5. CREATIVE SECONDMENTS

Melbourne Theatre Company is committed to fostering future creative designers and practitioners, and is committed to supporting and assisting mentoring opportunities where possible. **However, the Company is, at the time of this Policy, currently unable to directly arrange creative secondments.**

For the purposes of this document, 'creative secondments' refers to secondments, internships, attachments and other mentorship opportunities relating to students under the mentorship of a designer or other creative team member on a production, including but not limited to: Set Designer, Costume Designer, Lighting Designer, Sound Designer, Composer, Choreographer, AV Designer.

This does not apply to directorial secondments, or formal assistant creative opportunities (e.g. assistant designer), for which the Company is able to arrange directly.

Creatives may independently arrange a mentorship opportunity/creative secondment with a student, external to Melbourne Theatre Company, which may include observation of the Creative's work at the Company.

Where this occurs, the Mentor Creative must:

- Obtain the consent of the production's director, should the Mentor Creative wish for the Mentee to attend and observe any rehearsals
- Obtain a formal, written letter or agreement from the Mentee's current place of education, confirming the arrangement of a creative secondment
- Obtain written confirmation from the Mentee's current place of education that the Mentee remains insured by the education facility during the course of the creative secondment.
 - Melbourne Theatre Company also advises that obtaining copies of the applicable insurance certificates may be advantageous

Once the above has occurred, the Mentor Creative must contact Melbourne Theatre Company and provide:

- copies of the above written confirmations
- contact information for the Mentee
- the preferred billing credit for the Mentee.

This information can be jointly sent to:

- Melbourne Theatre Company – Senior Producer
Stephen Moore
s.moore@mtc.com.au
- Melbourne Theatre Company – Production Administrator
Alyson Brown
a.brown@mtc.com.au

During the creative secondment, Melbourne Theatre Company will make production resources available to the Mentee at the discretion of the Technical & Production Director. At no time will the Mentee be given permission to drive any of the Company vehicles.

6. MENTORSHIPS EXTERNAL TO MELBOURNE THEATRE COMPANY

All mentorship opportunities, organised external to Melbourne Theatre Company, must be cleared with the Company prior to a Mentee attending a Company site. This can be achieved by speaking to the relevant Head of the department the Mentee will have the most interaction with.

Melbourne Theatre Company is committed to supporting the development of future arts practitioners and assisting mentoring opportunities where possible. However, the Company reserves the right to deny a Mentee, participating in a mentorship opportunity not directly arranged by the Company, from attending a Melbourne Theatre Company site where genuine safety, insurance or confidentiality reasons exist.

Examples:

- *A staff member, in a freelance capacity outside of their Melbourne Theatre Company role and duties, has been asked to mentor a student. They then wish to bring that student to Melbourne Theatre Company to observe for a day.*
- *A Designer has a mentee on a production taking place at another Company. Whilst working on their Melbourne Theatre Company production, they wish to bring that mentee to the Company to observe for a day.*

7. INSURANCE REQUIREMENTS

Mentees, Seconddees, Interns, Attachments, Observers and Volunteers (collectively 'participants') engaging in a secondment, internship, attachment or other pathway program or initiative, that is arranged and provided by Melbourne Theatre Company, are covered by the University of Melbourne's Personal Accident Insurance.

Personal Accident provides the injured person with a lump sum benefit in the case of death or permanent disability, weekly benefits if temporarily unable to work, and/or limited cover for non-Medicare medical expenses. Further information is available from the University Insurance Office.

Melbourne Theatre Company, via the University of Melbourne, also holds Public and Products Liability cover with a maximum claims limit of \$20,000,000.

As outlined in section 5 of this Policy, at this time, Melbourne Theatre Company does not directly arrange and provide Creative Secondments and therefore the above insurance arrangements do not apply to Creative Secondments. Refer next section.

CREATIVE SECONDMENTS:

As detailed in section 5 of this Policy, Melbourne Theatre Company is unable to directly arrange creative secondments. Creatives may independently arrange a mentorship opportunity/creative secondment with a student, external to Melbourne Theatre Company, which may include observation of the Creative's work at the Company.

Melbourne Theatre Company understands that creative secondment participants who are enrolled students at the University of Melbourne, including the Victorian College of the Arts, are covered by the University of Melbourne's Personal Accident Insurance whilst on a professional placement (e.g. secondment), however the Creative mentor should seek and refer to the insurance cover information provided by University of Melbourne at the time of the creative secondment for confirmation.

Creative mentors facilitating a creative secondment with a Mentee who is undertaking the secondment as part of a formal placement within a course operated by a secondary or tertiary education facility, other than the University of Melbourne, should seek and refer to that institution's insurance cover provided.

Creative mentors facilitating a creative secondment with a Mentee who is not undertaking the secondment as part of a formal placement within a course operated by a secondary or tertiary education facility, should ensure the individual has sufficient insurance cover before facilitating or commencing the creative secondment.

8. EXPECTATIONS FOR MENTEES

Melbourne Theatre Company expects that all Mentees will:

- Comply with Melbourne Theatre Company policies and procedures at all times, including the Company's Code of Conduct and C.A.S.T Respectful Workplace Policy
- Take all reasonable steps to ensure they do not risk their own health and safety or that of another person
- Treat any Company or production information garnered during their mentorship opportunity as confidential material, and will not publicly disclose or discuss such material without the Company's consent

- Not remove any property or materials from Company premises, without the Company's written consent
- Not speak or act on the Company's behalf, without the Company's consent, nor infer or imply that they are an employee of the Company
- Not speak or act on their Mentor's behalf, without the Mentor's consent
- Not purposefully undertake any actions that would prevent a Mentor or Melbourne Theatre Company employee from fulfilling their contractual duties
- Not undertake any actions that intentionally prevent another Mentee or Mentor from fully participating in a mentorship opportunity

9. EXPECTATIONS FOR MENTORS

Melbourne Theatre Company expects that all Mentors will:

- Comply with Melbourne Theatre Company policies and procedures at all times, including the Company's Code of Conduct and C.A.S.T Respectful Workplace Policy
- Take all reasonable steps to ensure they do not risk their own health and safety or that of another person
- Never intentionally instruct or direct a Mentee to undertake an action that is unsafe
- Supervise the Mentee at all times when on a Melbourne Theatre Company site, and ensure their compliance with Melbourne Theatre Company policies
- Actively participate in the mentorship opportunity, providing the Mentee with an enriching and engaging experience, to the extent practical without detriment to the Mentor's existing duties
- Advise the Company at the earliest convenience, should they no longer be positioned to Mentor
- Assist with any formal assessment requirements of the mentorship opportunity
- Not undertake any actions that intentionally prevent another Mentor or Mentee from fully participating in a mentorship opportunity

10. EXPECTATIONS FOR ALL STAFF

During a mentorship opportunity, a Mentee will meet and interact with individuals across the Company, beyond just their Mentor. These interactions are equally important opportunities to learn and gain insight.

Melbourne Theatre Company expects that all Staff, including performers and creatives, sub-contractors and third-parties, irrespective of whether they are directly involved with a mentorship opportunity or not, will:

- Comply with Melbourne Theatre Company policies and procedures at all times, including the Company's Code of Conduct and C.A.S.T Respectful Workplace Policy
- Actively participate and assist the mentoring opportunities, where practical and without detriment to their existing duties
- Assist with any formal assessment requirements of the mentorship opportunity
- Not undertake any actions that intentionally prevent a Mentor or Mentee from fully participating in a mentorship opportunity
- Never intentionally instruct or direct a Mentee to undertake an action that is unsafe

11. RELATIONSHIP TO MELBOURNE THEATRE COMPANY

The Company's mentorship activities are intended to provide development opportunities for students and early-career arts practitioners, through exposure to mainstage theatre and professional expertise.

The relationship between the Company and a Mentee is not an employment relationship.

Where the Company elects to provide the Mentee with a stipend, allowance or other payment during their mentorship opportunity, this shall be at the Company's discretion and shall not in any way constitute an employment relationship.

All Staff must ensure that their actions in relation to any Mentee do not give rise to expectations by such Mentee of employment, remuneration or any other employee benefits.

12. INTELLECTUAL PROPERTY

Many mentorship opportunities are intended to provide hands-on experience in a professional setting, and may see Mentees directly assisting a Mentor, or acting under a Mentor's direction, to produce Deliverables.

For example: a Set Design Secondment assisting a Set Designer to create a model box.

All rights, title and interest (including Intellectual Property Rights) in Deliverables produced by a Mentee during their mentorship opportunity, shall, on creation, vest in Melbourne Theatre Company and/or the Mentor, unless otherwise agreed and set out in writing.

13. BILLING

Public Billing of Mentees shall be at the Company's discretion and shall occur in line with the Melbourne Theatre Company *Billing Policy – Personnel*.

As a general guide:

- Mentees undertaking a placement on an individual production shall receive a line credit in select materials for the given production, in line with the *Billing Policy – Personnel*. It is the responsibility of the Mentor to advise the Company of the preferred Billing credit.
For example: Stage Management secondment
- Mentees undertaking an administrative or general placement will not receive a credit.
- Work Experience students, show observations and other limited-interaction opportunities will not receive a credit.

14. COMPLIMENTARY TICKETS

The provision of complimentary tickets to Mentees is at the Company's discretion and will be advised to Mentee's direct.

15. REFERENCES

As outlined in this policy, Melbourne Theatre Company expects all Mentors, Mentees, Staff, sub-contractors and third-parties to abide by Melbourne Theatre Company's full suite of policies at all times. The below is not an exhaustive list, but a select overview of key policies applicable across mentorship opportunities

- Melbourne Theatre Company Code of Conduct
- Melbourne Theatre Company Child Safe Code of Conduct
- Melbourne Theatre Company Child Safe Policy
- Melbourne Theatre Company Billing Policy – Personnel
- Melbourne Theatre Company Online Engagement Policy
- CAST Respectful Workplace Policy
- CAST National Code of Behaviour

16. RESPONSIBLE OFFICERS

- Executive Management
- Production Administrator and Production Management
- Director of Education & Families
- Producer – Industry & Audience Initiatives
- Senior Producer

17. REVIEW

Created May 2024 - Replaced previous Mentorship Policy (2021).

18. VERSION HISTORY

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