

Artist Agreement - Scaffolding for Practicing Artists

Scaffolding for Practicing Artists (SPA) operates with the following core values: compassion, curiosity, ease, humility, intuition, shared responsibility, and analysis of structural oppression. In alignment with these values, this agreement outlines a set of terms, responsibilities and commitments that we'd like artists to uphold. An FAQ-style explainer follows this cover sheet and provides more details about how we can be in values-based practice together and make SPA a positive experience for everyone. Please contact Ron Ragin, Director of Programs, at info@mapfund.org with any questions.

Terms

1. Artist Name	
2. SPA Term	
3. Coaching	Up to 7 sessions of 45-90 minutes, no cost to artist
4. Gathering	2-day, virtual, paid. MAP requests that Artist complete at least 4 coaching sessions to attend. Includes \$1,100 stipend, paid upon signing a separate Letter of Agreement (sent after gatherings are scheduled).
5. Scheduling	Artist agrees to be proactive in scheduling coaching sessions with their coach.
6. Communication	Artist agrees to communicate in a clear and timely manner with their coach and MAP staff. If Artist doesn't communicate with coach for more than 2 months, MAP staff will initiate contact to determine if Artist wants to continue.
7. Forfeiture of Sessions	Save for one "freebie", Artist agrees that a coaching session will be forfeited if: <ul style="list-style-type: none"> • Artist cancels a session with less than 24-hours notice • Artist does not show up to a session and gives no notice <i>*Exceptions made for natural disasters, emergencies, and sudden illness.</i>
8. Commitment	Artist understands that coaching is organic and commits to actively collaborate with their coach to set expectations and goals.
9. Date of Agreement	

I agree to participate in SPA pursuant to the terms above and the guidance below:

Signed: _____
Full Name

SPA FAQ

How much time does SPA require?

You can expect to dedicate approximately 20 hours to SPA activities over the course of your one-year journey:

Program Component	Average Hours	Details
Coaching	8	7 sessions, 45 to 90 minutes long
Gathering	9	2 days, virtual, with up to 6 SPA artists
Communications with your coach and/or MAP staff	3	Scheduling, minimal admin, etc.
Total	20	

What is coaching?

Coaching is a creative, collaborative endeavor between you and your coach, to address overall goals, specific projects, or general conditions in your life or profession. It is holistic, asset-based, generative, and future-facing. You play a crucial role in co-designing the coaching container. Coaching services may include setting priorities, establishing goals, identifying resources and strategies, brainstorming, creating action plans, asking questions, and making direct requests, among other things. Coaching is not advice, counseling, or therapy.

How will I meet with my coach?

Your coach works with you to identify the best meeting platform for coaching. In most instances, these meetings will happen via Zoom, Google Meet, or by phone. You can speak to your coach about your preferences, and if you need to shift at any time, just let them know!

How do I schedule meetings with my coach?

It is your responsibility to be proactive in scheduling sessions with your coach, who will work directly with you to share their approach to scheduling. Some prefer email. Some utilize online tools such as Calendly or Acuity to allow SPA participants to book times at their convenience. **We recommend either taking time in each session to schedule the next one or scheduling out multiple sessions in advance.**

How are artists matched with a coach?

It's a mix of information and intuition. When artists enroll in SPA we offer them an opportunity to share topics they'd like to discuss with a coach as well as characteristics they are looking for in a coach. Coaches indicate whether they think they might be a good or not-so-good match for each artist based on their review of artists' responses as well as information artists share about their identities, practices, and desires for their creative work. We are also experimenting with opportunities for artists to meet with coaches prior to matching, to feel out chemistry and share any preferences. Ultimately, the Director of Programs makes the final pairings based on all of the above.

Can I change my coach?

If you feel that things are not going well with your coach, we encourage you to communicate with them to see if you can adjust your ways of working together. If you do not feel comfortable speaking with your coach, please send an email to Ron Ragin, Director of Programs (info@mapfund.org) to initiate a conversation. If you decide that you want to work with a different coach, we will do our best to accommodate your request and match you with a new coach, based on other coaches' availability.

How do I communicate with my coach?

We encourage you to discuss your communication preferences (e.g., phone, text, email) during your first session with your coach. SPA coaches are excited to work with all of the artists that participate in the program, and all SPA coaches have other work, jobs, and commitments. As such, your coach may have limited availability between sessions. Your coach will also share with you how they would like to be in communication between sessions. If there are documents or other things you'd like your coach to review or give feedback on, please ask them what their availability is for these kinds of outside-of-session activities.

Yikes! I have been unresponsive to my coach's communications. What happens next?

If your coach has attempted to contact you and you are unresponsive to their communications over a period of two months, MAP staff will try to contact you to find a path forward. Here's how the process will unfold:

- MAP staff will reach out via email, phone, and/or text to check in with you. We will do so until we are able to make contact or until 2 months passes, whichever comes first. We'll want to know how you're doing, to understand how you're feeling about SPA, and to learn whether you desire to continue with the program.
- If you communicate that you want to continue with coaching, MAP staff will send a follow-up email (CC'ing your coach). **We will require you to reach out to your coach within two weeks of that follow-up email to schedule at least one future session.** If within two weeks you do not contact your coach about scheduling, you will be disenrolled from SPA, which MAP staff will confirm by email.

- If you communicate that you would not like to continue with coaching, we respect your decision and thank you for journeying with us. We will send an email to confirm, CC'ing your coach.
- If you do not respond within 2 months of MAP staff's outreach, we will consider you to have disenrolled from the program and will send an email to notify you.

What if I need to cancel or reschedule a coaching session?

We understand that life happens and things come up. We ask you to communicate with your coach as proactively as possible if your schedule or capacity change.

If you need to cancel or reschedule a session, please give your coach at least 24 hours'

notice. Both coach and artist get a "freebie" for one late cancellation (i.e., under 24 hours), which can be rescheduled for a later date. After that, you forfeit any future sessions if you cancel with less than 24 hours' notice. (*Note: in this case, forfeiture means that you give up one of your 7 sessions*). If your coach has more than one late cancellation, you get an additional coaching session.

Except in cases of emergency (see below), no-shows are always a forfeiture of the session.

Your coach will wait to hear from you for 15 minutes after your scheduled start time and will send you an email (or other agreed-upon communication) to remind you. If your coach does not hear from you in that 15-minute period, you forfeit your session, and you can schedule another session for another time.

We make exceptions to this cancellation and no-show policy if you experience a sudden illness, accident, loss, natural disaster, or other emergency. In those cases, you will not forfeit your session or use your freebie. Please notify your coach as soon as possible to let them know your reason and to reschedule. If your coach is a no-show for a session, you get an additional coaching session.

How can I provide feedback to my coach or the MAP staff?

Coaches love getting feedback about what's working and opportunities for improvement, so please advocate for yourself if there's something that would help you thrive in the course of your work with your coach. Tell your coach about your learning styles and your particular quirks, and they'll do their best to accommodate them.

If you want to share feedback with MAP Fund about your SPA experience, you have two options. 1) You can use our [quick and easy feedback form](#) at any time. 2) MAP Fund will send you a **short** survey once you've completed your SPA journey. We encourage all artists to complete it. The feedback is invaluable and helps MAP continue to strengthen SPA.

How can I prepare for SPA or for a coaching session?

In general, SPA is a "come as you are" program. It's important to coaches and MAP staff that you feel welcome to bring your whole self (or as much as you feel comfortable sharing). You don't need to feel perfectly put together or like you have everything organized. Life and art making can be

messy! During coaching sessions, you're always welcome to make yourself as comfortable as possible while still maintaining focus. Bring snacks or drinks! Take bathroom or stretch breaks, etc. It's okay if your kid cries or your dog barks or your neighbor shows up unannounced. We're real humans!

Can I extend my participation or take a break from SPA?

You have one year from the month your SPA cohort begins to utilize 7 sessions with your SPA coach (see "SPA Term" on page 1 of this document). We give artists one year to use their coaching sessions because we know that you are often juggling many responsibilities and projects, and life is generally unpredictable. If for any reason, you need to pause your coaching sessions, that's totally fine! Let your coach know and come up with a shared plan for when you'll reconnect. Similarly, if you need to extend beyond the one-year timeline in order to use your coaching sessions, please discuss it with your coach. Otherwise, any sessions that go unused after the one-year term are forfeited.

Can I end my SPA participation early?

If things change, and you are no longer able or willing to participate in SPA, please let your coach know. Unfortunately, we do not have the capacity for people to leave and then return to the program at a later date. If fully exiting the program does not feel like the right move, we encourage you to speak to your coach about taking a pause and re-initiating your coaching sessions later in the one-year period.

What happens if I can't attend my SPA gathering?

We understand that life is dynamic and unpredictable. Once MAP staff confirm your gathering dates, we ask you to firmly hold this time, as though you were on a trip and could not schedule anything else. Because of the intimate nature of the gatherings, it is very important for everyone to be present for themselves and each other. If something changes with your schedule, please let MAP Fund staff know as soon as possible, and we will do our best to place you in another gathering.

What is SPA's approach to confidentiality?

SPA coaching sessions and peer gatherings are confidential spaces. Your coach will never share specific or identifying details about you, your life, or anything else you share with them, with two exceptions. 1) SPA coaches debrief with the Director of the SPA Program or MAP Fund's Executive Director at least once per year and may need to discuss specifics from conversations with artists in order to troubleshoot any legal, policy, or health and safety questions that may emerge. These meetings with the directors are held in strict confidence. 2) SPA coaches meet to share learning and observations from coaching experiences. Those meetings are closed and confidential spaces, in which we primarily focus on patterns and trends across conversations. Any specific information we share is anonymized.