



**LEARNING MATERIALS for Vocational Mentors in Creative Work**

**Unit 1**

**Partner name: NGO PROSTOR PLUS**

# Professional profile of the professional mentor in CCI

**As part of the Talent Matching Europe project we have developed a professional profile for professional mentors in cultural and creative industries. Official Website of the Project: [talentmatchingeurope.com](http://talentmatchingeurope.com).**

**PROFESSIONAL MENTOR IN CREATIVE AND CULTURAL INDUSTRIES**

**PROFESSIONAL PROFILE**

**DEVELOPMENT OF SERVICES**

Artists / Designers

Employees in CCI

Educational and training opportunities

**PROFESSIONAL MENTOR IN CCI**

Authorities granting subsidies / financial resources

Employers at CCI

**The main activity area**

Young creatives

Entrepreneurial support

**PROFESSIONAL MENTOR IN CCI**

Mentoring

Employers at CCI



Co-funded by the  
Erasmus+ Programme  
of the European Union



- **Working with creative young people** Providing support, employment, and referrals - Getting Target Groups and Understanding Their Needs. Efficient communication with young creators.
- **Provide mentoring, services and guidelines for preparing young people for a creative career** Helping talented people with the skills they need to develop their career through employment support before and after employment. Working with people to encourage their personal and professional development. Encourage talent and creativity.
- **Provide entrepreneurial support** Developing entrepreneurial attitudes, providing business start-up consulting and creating a freelance or "portfolio" career.
- **Work efficiently with employers at CCI** Identify opportunities, develop a network of employers, work with employers about their expectations and understanding their needs.

## PROFESSIONAL MENTOR IN CREATIVE AND CULTURAL INDUSTRIES

### PROFESSIONAL PROFILE

#### Main activities and responsibilities

- **Working with creative young people**
- Placing on the market and promoting the launch of creative business and young talents, including social networks
- Organizing workshops and conferences
- Collaboration and effective communication, counselling with young people
- Providing support to ensure memory, conflict resolution, problem solving
- Planning and realization of various events, workshops and creative events
- Build links with interested people (both from and outside the agency), managers
- Manage and store information and data
- Assess the levels of employment and internship
- **Mentoring, counselling and guidance for preparing young people for a creative career**
- Make the Network and Expectations for Mentoring
- Discuss barriers and facilitate the development of strategies to reduce them
- Analyse needs, produce a talent plan
- Identify special needs and refer to support services
- Develop social self-awareness, build self-confidence, motivation and communication skills
- Developing readiness for business, job search counselling, job descriptions, job descriptions and project content, filing requirements, interview skills, negotiating skills, health and safety, and social and labour legislation
- Provide mentor tips to support personal and creative development
- Direction towards further creative education and training
- Work on opportunities for work experience and continue to support young people once they are employed

- Advise with young people and use assistants in working with young people
- Collect constructive feedback to improve services and support effective progress
- Manage customer data
- Evaluation and testing of effects and results
  
- **Provide entrepreneurial support**
- Developing entrepreneurial skills and attitudes for creative career, match talent to opportunities and open jobs
- Consultancy on portfolio development, promotion, networking, application development, job search, presentation skills, answering orders, competitions and calls for talent competitions
- Advise on prices, sales, product distribution and marketing, including international markets
- Advise sources of financing, investment and profit creation
- Support young people to develop and demonstrate creative, productive and technical skills
- Look for feedback from young people and creative business to improve and adapt services
- Provide start-up planning and advise on legal, financial and intellectual property issues
- Maintain updated and accurate records of clients and data
- Assess and evaluate the effects and results
  
- **Effective work with creative employers**
- Building networks, inclusion and efficient communication with CCI employees
- Investigating employers' needs and gaps in creative skills, identifying job opportunities and career opportunities, and how they differ in different sub-sectors
- Organization of job search and training, placement, work experience and other opportunities for young people to meet employers and gain work experience
- Use employer feedback to improve services and focus on equal opportunities and diversity issues
- Counselling creative employment on employment and supporting methods and alignment with young talents
- Updating of employment practices in culture (law, rights, trade, poor employment offer)
- Utilizing public grants for employers
- Record and evaluate outcomes and effects
- Record and evaluate outcomes and effects

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Project partners:

- [Collage arts, London](http://www.collage-arts.org), UK - [www.collage-arts.org](http://www.collage-arts.org)
- [Rinova, London](http://www.rinova.co.uk), UK - [www.rinova.co.uk](http://www.rinova.co.uk)
- [Fundacja Arteria](http://www.fundacja-arteria.org), Poland - [www.fundacja-arteria.org](http://www.fundacja-arteria.org)
- [Mulab](http://mulab.it), Italy - [mulab.it](http://mulab.it)
- [CEPS](http://asceps.org/en), Spain - [asceps.org/en](http://asceps.org/en)
- [EASP](http://easp-youth.weebly.com), Macedonia - [easp-youth.weebly.com](http://easp-youth.weebly.com)