

# Course Modules

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## *The Art of Managing Your Career*

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**Cultural Human  
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**Conseil des  
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Course Modules: *The Art of Managing Your Career* Workshop  
Developed by Sibyl Frei, DeGros Marsh Consulting  
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## Credits

Course Modules: *The Art of Managing Your Career* was developed for and under the leadership of members of CHRC's Provincial and Territorial Advisory Committee who contributed time and energy to the development of this workshop:

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Amir Ali Alihbai, Alliance for Arts and Culture, British Columbia  
Louise Boucher, Conseil québécois des ressources humaines en culture  
Diane Davy, WorkinCulture, Ontario  
Dennis Garreck, SaskCulture Inc. & Karen Henders, Saskatchewan Arts Board  
Ed Krahn, Department of Tourism and Culture, Government of Yukon  
George Murray, Association of Cultural Industries, Newfoundland & Labrador  
Julia Pike, PEI Cultural Human Resources Sector Council  
Thom Sparling, Arts & Cultural Industries Association of Manitoba

The overall design and flow of this teaching material was significantly influenced by the successful S.E.A.R.C.H. program run by the Alliance for Arts and Culture in B.C. from 1995 – 2007. The Alliance, and former program manager/developer Judi Piggott, were generous in sharing the learnings from their program.

With thanks to Jack Cunningham for sharing some of the materials he developed for WorkinCulture's *The Business of Art*, Claude Gillet for sharing the principles underpinning an online course he is developing in Québec, Workplace Education Manitoba for sharing their Essential Skills for Entrepreneurs materials, and Jennifer Powell for sharing her work on developing a website.

Research and development of these modules and handouts were undertaken by Sibyl Frei, B.Sc., M.Ad.Ed., of DeGros Marsh Consulting, an independent consultant based in Ottawa, Canada.

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# Introduction

## **Welcome**

Business training for self-employed artists in all disciplines has long been identified by the Cultural Human Resources Council (CHRC) as a priority. *The Art of Managing Your Career (AMYC)* and an accompanying Teacher's Guide were published by CHRC to address this need. This manual is being widely used in high schools and by other training providers and individuals, and has recently been updated.

In collaboration with the members of its Provincial and Territorial Advisory Committee (PATAC), CHRC has now developed modules to further facilitate the delivery of training in business skills for self-employed artists. These modules were reviewed by the PATAC members, and tested at a recent train-the-trainer workshop.

The AMYC modules will give working artists the confidence and knowledge to successfully manage their career or business in the cultural sector. The material has been designed at a college/university level (it can be used as course content for post-secondary curriculum), and is applicable to artists from all disciplines.

Based on adult education principles, the modules are highly participative and provide opportunities to practice and use skills and competencies essential to career self-management.

## **Overall learning objectives**

- Undergo a change in attitude: from uncertainty about effectively managing your career and business in the arts, to a strong belief that you have the knowledge, skills and tools to be successful.
- Develop at least three new skills for managing your career as an artist.
- Practice using five to seven key processes and tools that support managing your own career.
- Identify at least three benefits of peer learning and peer learning networks.

## **Course design**

### Delivery options

- Course length is a standard one-half credit course (16 sessions of 3 hours each = 48 hours):
- Options for delivery include all sessions conducted face-to-face, or as few as three sessions conducted face-to-face, with the rest delivered via online and other technologies.

Note: Online delivery will require online delivery platforms to be developed/offered by the training organization/institution, and facilitation of the online environments by facilitator/trainers

- Local experts can be asked to present/facilitate on specific topics when the facilitator/trainer is not a content expert. Use of community resources will model the benefits/advantages of drawing on experts in an artist's community.

### Special considerations

- Local experts should be asked to present/facilitate on specific topics when the facilitator/trainer is not a content expert. Use of community resources will model the benefits/advantages of drawing on experts in an artist's community.
- Essential component: Establishment of a peer-to-peer learning network – preferably facilitated – prior to the end of the course. Encouraging and supporting such a network will be a very important contributor to the success of this program.