

## ECD Workplan Template 2026/27

Date/Time Period	Number of Hours	Location	Learning Objective	Activity	Mentor(s) and other Participants
<b>Example: Arts Administration Internship</b>					
June 2026	80 hours a month	Williams Lake	<ul style="list-style-type: none"> <li>Program budgeting</li> <li>Nonprofit financial management.</li> </ul>	<ul style="list-style-type: none"> <li>attend planning meetings to understand program budgeting (15 hrs)</li> <li>draft and revise a mock program budget with mentor feedback (30 hrs)</li> <li>Participate in workshops on financial tools (20 hrs)</li> <li>Document and reflect on key budgeting decisions (15 hrs)</li> </ul>	Mentor, Finance Manager, Program staff
July 2026	80 hours a month	Williams Lake	<ul style="list-style-type: none"> <li>Understand governance structures and board roles</li> <li>Develop professional communication skills in an arts context</li> </ul>	<ul style="list-style-type: none"> <li>Attend a board meeting as an observer</li> <li>Review board documents (agendas, reports, minutes)</li> <li>Meet with board executive to discuss governance practices</li> <li>Draft internal communications (briefing notes, summaries) with feedback</li> </ul>	Mentor, Board of Directors.
August 2026	80 hours a month	Williams Lake	<ul style="list-style-type: none"> <li>Learn about collaborative approaches with community</li> </ul>	<ul style="list-style-type: none"> <li>Review existing and past programs to understand goals, audiences and outcomes (20 hrs)</li> <li>Analyze evaluation tools (surveys, feedback forms and discuss with mentor (15hrs)</li> </ul>	Mentor, Program staff

				<ul style="list-style-type: none"> <li>Attend team reflection meetings to observe how outcomes are assessed and improved (15hrs)</li> <li>Research comparable programs in the sector and summarize approaches to audience engagement. Discuss with program staff (20hrs)</li> </ul>	
<b>Example: Visual Arts Mentorship</b>					
March 2027	40 hours (10 hours/week)	Nelson	<ul style="list-style-type: none"> <li>Clarify artistic or curatorial direction and conceptual framework</li> <li>Develop critical language to describe own practice</li> </ul>	<ul style="list-style-type: none"> <li>One-on-one mentorship sessions focused on articulating artistic/curatorial intent</li> <li>Review and discuss mentor-selected readings and artworks relevant to my practice</li> <li>Participate in guided critique of existing work and past projects</li> <li>Draft and revise a curatorial statement with mentor feedback</li> </ul>	Mentor
April 2027	40 hours (10 hours/week)	Nelson	<ul style="list-style-type: none"> <li>Strengthen critical analysis and positioning within contemporary art and community contexts</li> <li>Build skills in giving and receiving critique</li> </ul>	<ul style="list-style-type: none"> <li>Conduct studio visits (in-person and virtual) with selected artists/curators arranged by mentor</li> <li>Participate in structured critique sessions with mentor and invited peers</li> <li>Analyze exhibitions and bodies of work through guided discussion</li> <li>Document key insights and connections to own practice</li> </ul>	Mentor Local artists x 4

May 2027	40 hours (10 hours/week)	Nelson	<ul style="list-style-type: none"> <li>Learn and develop collaborative protocols for working within institutions</li> <li>Strengthen ability to present and contextualize work or curatorial ideas</li> </ul>	<ul style="list-style-type: none"> <li>Meet with 4 local independent curators working to discuss their approaches, methodologies and protocols for working with artists, public, and institutions.</li> <li>Attend art events, talks, and discussions</li> </ul>	Mentor Local curators x 4
<b>Example: Performing Arts Residency</b>					
September 2026	30 hrs a week	Vancouver studio	<ul style="list-style-type: none"> <li>Strengthen advanced improvisation techniques</li> <li>Improve timing, responsiveness, and spatial awareness</li> </ul>	<ul style="list-style-type: none"> <li>Participate in daily instructor-led improvisation classes</li> <li>Complete targeted exercises isolating timing and spatial skills</li> <li>Observe peer work and engage in guided feedback sessions</li> </ul>	Lead mentor and secondary mentor
October 2026	30 hrs a week	Vancouver studio	<ul style="list-style-type: none"> <li>Develop choreographic analysis and composition skills</li> <li>Understand structure and phrasing</li> </ul>	<ul style="list-style-type: none"> <li>Complete guided composition exercises (no final work required)</li> <li>Analyze choreography through mentor-led discussions</li> <li>Experiment with compositional tools in short studies</li> <li>Receive and apply mentor feedback</li> </ul>	Lead mentor and secondary mentor
November 2026	30 hrs a week	Vancouver studio	<ul style="list-style-type: none"> <li>Apply techniques in a mentored setting</li> <li>Strengthen reflective practice and decision-making</li> </ul>	<ul style="list-style-type: none"> <li>Participate in supervised practice sessions with feedback</li> <li>Engage in peer review discussions</li> <li>Identify areas for growth and document learning</li> <li>Refine individual practice</li> </ul>	Lead mentor and 4 residency dancers.