



## Navigator Role Description

Welcome to Mastrius! Thank you for your interest in being a Navigator for one or more of our Mentorship Groups or Courses. Please read through the role description and let us know if you have any questions. **Note:** *The Navigator Role will evolve as Mastrius learns from our community's experiences.*

Navigators are the **community builders** and the **culture curators** of the Mastrius ecosystem. Navigators will “organically mentor” into their role by first experiencing it as a member or Mentor. This self-replicating model allows Mastrius to retain and reinforce our highly supportive and non-competitive culture as we grow to meet the needs of the world's creatives.

### Who is an ideal Navigator?

**Creative Peer** – Navigator is at a similar stage in their creative journey as their group members.

**Natural Encourager** – Navigator is an innately positive and supportive person who is quick to encourage, but is also not afraid to gently challenge others (applying “positive pressure”) when necessary.

**Networked** – Navigator has a social media account (Instagram, Facebook, etc.) as this provides a place for the Navigator and Mentor to co-market their group alongside Mastrius' marketing efforts. Most new members come through our Mentors, but the Navigator helps play a role in getting the word out about mentorship groups and courses. Leveraging our connections is an effective way to reach creatives.

**Wants Mentorship** - A key benefit to becoming a Mastrius Navigator is free access to a Mentor. As Navigator, you will work alongside each Mentor or Course Instructor. Allowing yourself to be mentored creates a safe place for members to share their work and to be vulnerable.

**Generous in Sharing** – We all have unique skills, insights, and experiences to share with others. As Navigator, you are expected to openly share your expertise and creative journey with your group, while encouraging your group members to do the same.

**Community Builder** - Navigator is engaged and shows interest in group members and their creative journey. Navigator builds relationships of trust while helping ensure the learning trajectory of the group is understood and met.

## **Key Purpose**

**Facilitate** monthly mentoring sessions (with the Mentor), and a mid-month informal meeting with your mentorship group members. Effective facilitation is done by personalizing the experience of each member, while serving the guiding principle of “maximizing the value for all”. This will require you to ensure every voice is heard; that quieter participants are encouraged to join in the conversation while others may need to be encouraged to make space for them. You will also facilitate the discussion between the Mentor and participants. **Note:** Navigator facilitates courses, but does not host a mid-month or develops course material.

**Mentor** participants to higher levels of performance. This takes a long-term view of helping individuals overcome inner obstacles through encouragement, increased self-awareness, and constructive feedback. We call this “positive pressure”.

**Discover** the “learning trajectory” of your group. This is done by understanding the collective training needs of the members, and, over time, suggesting & engaging new Mentors to mentor the group.

## **Core Competencies**

- Facilitation, moderation, mentoring
- Excellent communication skills, including active listening and public speaking
- Organized, detailed, thorough
- Adaptive, responsive
- “Quiet confidence” – resisting the urge to speak on every subject or answer every question. The real job is the quality of the conversation coming from the group – not from the Navigator
- Fluent and comfortable with relevant technology platforms (Zoom, MastriusChat, email). Training is provided.
- Troubleshooting technical and other issues

## **Credentials**

- Before being considered for the Navigator role, you must first participate at Mastrius as a member for 3 months or as a Mentor
- Navigate at the appropriate artistic level that you are at. (Example: Aspiring Navigators navigate Aspiring artists, Emerging Navigators navigate Aspiring or Emerging artists and Accomplished Navigators may navigate at all levels.)
- Have an interest or experience in the subject/medium as the mentor.
- Experience in leadership, facilitating, mentoring, coaching and moderating is considered an asset.

## **Duties**

- Attend and facilitate live Zoom sessions (time commitment is 2-3 hrs/mo per group)

- Participate regularly in between-session discussions on private discussion board (MastriusChat)
- Facilitate a mid-month session with your group to promote community building
- Work with your group to identify and select relevant Mentors when the groups wishes to choose a new Mentor
- Stay up to date by checking the Navigator MastriusChat feed, Navigators' Monthly Newsletter, and Navigator Dashboard
- Attend or watch the recording of the monthly NavigatorsTeam meeting (administrative updates) and monthly Navigator Coordinator's team meeting (discussion topic)
- Attend New Navigator Training with Navigator Care Support (Zoom, etc) and The Why of Navigating training sessions
- View Navigator Opportunities and put your name forward for groups or courses you want to navigate. Tag the Lead Navigator in the posting and send a direct message briefly explaining why you are interested.. **Note:** Navigators may navigate more than one group. We find it is beneficial for Navigators to also be members in a group, but it is not required..
- Liaise with Mastrius leadership, Mentors and the Navigator team as needed
- Provide feedback on areas we can improve. You are part of the team and we value your insights!
- Advertise Mastrius events and opportunities, and share about the growth you experience while at Mastrius, to your network
- Co-market your group/course with the Mentor/Instructor. Mastrius provides graphics and text for socials and encourages the Navigator and Mentor to make use of marketing tactics such as inviting your Mentor to do an event or supporting the Mentor in a Meet the Mentor Event.

### Benefits

- **If navigating a course**, Navigators are compensated \$20 CDN per course hour
- **If navigating a mentorship group**, Navigator compensation begins after the group has launched and is outlined below:
  - Group size of 8 members: \$115 CDN/month
  - Group size of 5-7 members: \$100 CDN/month
  - Group size of 2-4 members: \$75 CDN/month

### Other perks include:

- Free mentorship or courses for ones you navigate. As a peer to the creatives in your group, you get for FREE all the benefits a paying Mastrius member receives. These include mentorship from a Master, the support and encouragement of a group of creative peers, and growing your network.
- Free attendance to weekly live events
- Free access to the Events Recording Library
- Development of a close working relationship with world-class Master Creative
- Growth and development of your leadership and facilitation skills in a safe and encouraging environment. We provide leadership, technical and facilitation training.
- \$100 CDN Mentor Transition bonus when your group moves to a new Mentor

- 20% Commission on art sales at any Mastrius Art Show (members are 30%)
- 10% Discount off of member price on Courses
- 15% off your monthly mentorship cost for one of our mentorship groups
- \$75 credit towards a course or group if your group does not launch

### **Business Growth Goals**

*Note: As we learn how to deliver high-value and engaging experience, we will specify key Growth Goals. These Growth Goals identify (and measure performance against) desired business outcomes. Currently envisioned Growth Goals are listed below.*

- Length of time a Navigator remains with a group
  - 6 months: minimum
  - 12 months: ideal
  - 24+ months: excellent
- Length of time a participant remains active in a group
  - 6 months: preferred minimum
  - 12 months: ideal
  - 24+ months: excellent
- Group transitions to new Mentors
  - 1 Mentor Transition: good
  - 3 Mentor Transitions: excellent