



CCE Mentorship Kit

ABOUT THE MENTORSHIP KIT

The CCE is happy to provide this Mentorship Kit as a guideline to help structure a mentoring relationship.

This guide is for those who have already formed a mentorship pair or group. If you are looking for assistance in how to connect with a potential mentor, see the [“How to Find a Mentor” page](#) on the CCE website.

This kit is offered in two categories: **registered** and **non-registered**.

The basic aspects of this kit are free for all to use for any mentorship pair, and registration is not required. Mentor and mentee pairs are **encouraged to register with the CCE as official participants** in the mentorship program in order to allow release of additional program materials and apply for an official CCE mentorship certificate upon successful completion of the program. See below under *Structural Guidelines* for further details on which additional features are offered with registration.

The CCE encourages post-production professionals to circulate this guide and modify it to suit their needs.

PROGRAM REGISTRATION

In order to register as official participants in the CCE mentorship program, both the mentor and mentee **must be CCE members in good standing** (Full or Associate). At this time, registration is not open to Student Members, however students are still welcome to use the free components of this kit. Participants will be required to agree to the CCE’s anti-harassment policy and undertake equity training provided by the CCE. There may be additional releases and agreements to be signed on a case-by-case basis.

A certificate of completion will be awarded at the discretion of the CCE Mentorship Committee based on exit interviews with the mentor and mentee.

For further information on how to register as official participants in the CCE Mentorship program, mentor and mentee pairs should contact adowler@cceditors.ca. Registered mentees pay a small registration fee which helps support program administration.





STRUCTURAL GUIDELINES

Mentorship can take many forms. The CCE recommends considering mentorship in three stages, which can take place over several months. Mentors and mentees can come to mutual agreement regarding the total duration of the relationship.

Stage 1 - FUNDAMENTALS

We recommend that mentor-mentee pairs meet at least once (ideally 2-3 times), to get to know each other. These meetings can be in person or online, and can involve conversations about goals and expectations for the mentorship relationship, career trajectory advice, general discussion about the craft of editing, the film industry at large, etc.

Pairs will discuss and agree upon their preferred method of communication (email, text, telephone, etc.) and may wish to agree on a frequency of contact at this stage.

Recommended Duration: 2-3 meetings

Helpful resources:

- [Tips for Mentors and Mentees](#)
- Official program participants can request use of the CCE Gather space or Zoom account for virtual meetings. Use of these facilities will depend upon availability. Contact adowler@cceditors.ca to book times. **REGISTRATION REQUIRED**

Stage 2 - LEARNING & KNOWLEDGE

Understanding the technical aspects of the role being mentored is important; however, it is also critical to understand how that role fits into the larger scheme of production, how to interact with colleagues and how to engage with various professionals in the post-production life cycle. Therefore we recommend that:

The mentee should spend time at the mentor's place of work to observe the mentor in action. On-the-job-shadowing is an ideal start. In addition to learning about the mentor's role and responsibilities, special attention should be paid to allowing the mentee to meet other workplace professionals (e.g. others on the post-production team, directors or producers, etc.). If possible, shadowing should involve observing the mentor's collaborative interactions with other team members.

When mentorship is taking place remotely, options for shadowing include: zoom screen-share or livestream of the editor's system while editing, and sitting in on virtual sessions with directors and producers.

Mentees are expected to conform to all workplace protocols, and may be asked to sign confidentiality agreements where applicable.





Recommended Duration: 1-4 full or partial day sessions (depending on project and availability). It can be helpful to spread these sessions out over the course of a project so that the mentee can take part in different stages of post-production.

Helpful resources:

- Official mentorship program participants can ask the CCE to help facilitate interactions with production companies as required. Contact adowler@cceditors.ca for more info. **REGISTRATION REQUIRED**

Stage 3 - PRODUCIBLE

We recommend that the mentor should provide feedback on some of the mentee's work. This could include a short film the mentee is working on, or a specific project designed by the mentor/mentee pair to practice and assess the skills of the role being shadowed.

Helpful resources:

- The CCE has been granted access to the raw dailies and production paperwork for a previously-produced half-hour episode of television. These materials can be used as a basis for an editing project upon request. Participants must agree not to share the materials outside the CCE mentorship program. Contact adowler@cceditors.ca to request the footage. **REGISTRATION REQUIRED**
- [Avid Media Composer](#) provides a free version of its software called *Media Composer First*. First-time users of Avid Media Composer are also entitled to a 30-day free trial of its paid versions. [DaVinci Resolve](#)'s free version is a robust nonlinear editor.
- Official mentorship program participants may inquire if the CCE has a license that may be used for program activities. **REGISTRATION REQUIRED**
- Official mentorship program participants can request use of one of the CCE's cloud services (e.g. Vimeo, Wistia, Google Drive, etc.) in order to store/exchange materials for the purposes of mentorship. **REGISTRATION REQUIRED**

Recommended Duration: ~1 month

The mentor and mentee should agree on a review process that mimics a real-world post-production schedule. For example, starting with the creation of an editor's assembly. This is screened by the mentor, who provides notes. This is followed by a "director's cut" and review, then a fine cut and review, and finally a proposed locked cut. The mentor can play the role of a hypothetical director, producer and broadcast executive as the cut progresses through the post-production cycle. Creating a feedback schedule in advance can help keep the project on track.

Certificate of Completion

Registered mentor/mentee pairs who complete all stages of the program may request a certificate of completion for the mentee. The certificate will be awarded at the discretion of the CCE Mentorship committee after exit interviews are completed with both the mentor and mentee. Contact adowler@cceditors.ca to arrange for exit interviews.





Tips for Mentors & Mentees

TIPS FOR MENTEES

Take some time to thoughtfully consider what you want to get out of your mentorship relationship. For example, do you want to learn more about how to break into the industry? Figure out how to navigate a career transition? Learn how to manage different kinds of creative interactions? Improve your software knowledge?

It's up to you to communicate your interests effectively to your mentor. Take the lead in engaging them in questions, and lead the conversation where needed. Keep in mind that mentors are working editors and their time is valuable, so please make the most of it!

The following are some popular questions that can help get the gears moving:

Career Questions

- What advice would you give yourself at the beginning of your career?
- How do you advance from assistant editor to picture editor? What are the essential skills required to have a sustainable career?
- What are the advantages/disadvantages to joining a union/guild?
- How important is it to have an agent? What are the advantages/disadvantages of this?
- Were there any down times or 'crisis moments' in your career? How did you navigate them? Conversely, how did you manage things when times were good?
- How does one avoid being typecast into a particular genre or budget level?

Craft/Creative Questions

- When you first receive a script, what might you look for or start breaking down as a first priority?
- How do you approach new directors / productions you want to work with?
- How do you approach the director/editor collaboration?
- How do you collaborate in making key decisions about the story and characters when working with directors and producers?
- Once you've edited a scene or a whole film - how do you re-evaluate/review your pacing in your edits?
- How do you approach cutting a scene when you first get the footage? Is there anything unique about your process?
- How do you get better at your craft?
- What kind of activities do you do outside of work to hone your craft?





Workflow and Technology Questions

- Now that work-from-home is more common in post production, how has this changed your creative process and relationships with your editorial team?
- When working with assistants, what's something they can do to make the process easier/better for the editor?
- When editing projects with short post schedules, how do you manage to deliver your best work?
- Will I have to set up a home studio workshop? What kind of edit system should I be building? How much should I be expected to spend?

Do your research

Prepare in advance by familiarizing yourselves with your mentor's credits. This shows your professionalism in taking the time to learn about them beforehand, so you can ask relevant questions. It will likely also help you discover specific questions to ask your mentor.

It's not a job interview

You'll be tempted to ask the mentor for a job. Don't. You're here to benefit from the mentor's experience and career wisdom – not to pester them for work. Besides making your conversation uncomfortable, it's unprofessional.

Remember to listen

You may get so stressed about hurrying through and ticking-off all your burning questions that you forget to LISTEN. Relax! Take a breath. Listen to your mentor's advice. Stay in the moment and pay attention.

Remember to say thanks!

Your mentor has taken time out of their busy life and career to pass on their advice – for free. Your cheerfulness and genuine thanks will leave a much better impression than a laundry list of your credits.

TIPS FOR MENTORS

Be mindful of power dynamics

Mentees should be able to effectively communicate the things they hope to gain from the mentorship relationship. That being said, remember that mentees are often in the early stages of their careers and may feel nervous around you, or unsure of when or how to approach certain topics. They also may be hesitant to “bother” you, so if you haven't heard from your mentee in a while, it can be helpful to check in with them - send them a note to see how they're doing, and remind them that you're available for conversations. Encourage them to express themselves honestly and do your best to provide a friendly, supportive space for them to learn and grow.





Don't discount the little things

Consider ways in which you can include a mentee in whatever project(s) you're working on. Remember that aspects of your job that you might consider dull or routine may be new and interesting to your mentee. When possible, invite them to attend in-person or virtual meetings, or just let them sit in on your edit suite while you're working.

Networking is key

If you have colleagues whom you think your mentee might benefit from meeting, or peers whom they might get along with, make some introductions! Helping to expand your mentee's network can be an invaluable resource.

Give your mentee an "assignment"

If your mentee is looking for more editing experience, consider sharing some footage (with producer approval) and letting them take a crack at it. If they're looking for guidance in other areas, such as assistant editing, have them do some bin organization, syncing, or post-production paperwork. Anything you can do to help your mentee acclimatize to the real-world work they will be doing in the industry can be extremely helpful, and giving them some constructive feedback in a lower-pressure environment will allow them to build their confidence.

Start a Movie or TV Club

There are lots of other ways to trade wisdom and create a shared learning experience. Watching and discussing your favorite films or series together can be a great jumping-off point for creative conversations about editing, and a fun way to get to know each other. Consider also having your mentee watch some of your own past work. Walk them through the creative choices in the edit suite that shaped the project.

