

# RETURN TO WORK ONLINE EVENT

## PANEL FACILITATOR GUIDE

### EVENT SCHEDULE

- 12-12:10 pm: Panel Introductions
- 12:10-12:40 pm: Panel Presentations
- 12:40-12:55 pm: Panel Q&A
- 12:55-1 pm: Panel Wrap Up
- 1-1:10 pm: Breakout Room Transition + Introductions
- 1:10-1:55 pm: Breakout Room Peer-to-Peer Facilitated Conversation
- 1:55-2 pm: Breakout Wrap Up

### HOOR 1 – OPENING AND PANEL PRESENTATIONS

- Panel facilitators are:
  - Courtney Tee for arts education
  - Sixto Wagan for performing arts
  - Christine West for visual arts

### INTRODUCTIONS AND GETTING STARTED

- At the start of the event, the panel facilitators in each panel room will
  - Welcome the attendees; we do not recommend introductions as the rooms will be quite full.
  - Give a brief overview of the event:
    - Hour one is a panel return whose goal is to share plans and knowledge about how arts orgs can return to work: sanitizing, security, distancing, and other concerns; and
    - Hour two is a break out – about 10 people in each breakout – whose goal is to empower arts leaders to talk to each other about questions and approaches to returning to work.

- Please inform attendees the panel will be recorded and distributed, though the second hour breakout rooms **will not be recorded**.
- Here are a few tech specs you need to enforce:
  - You, as facilitators, can mute and unmute individuals. You should also announce this, asking folks to keep their microphones muted unless they are speaking.
  - Attendees can open the list of participants with the participants button at the bottom of the screen, and a **Raise Hand** button appears at the bottom right for attendees to ask questions. Please make attendees aware of this.
  - If they have a camera, they can also physically raise their hand so you, can call on them to speak.
  - Call each person by name to help minimize accidental interruptions, if that seems helpful.
- The facilitators should then ask for self-introductions from members of the collective that organized the event, and then the panelists.
- After introductions, give panelists approximately 10 minutes to present. We recommend providing a vocal, two-minute warning to panelists and asking them to stop if they exceed 12 min.
- Please have attendees hold questions until all presentations are complete, or ask them to put questions in the text chat to be addressed after the presentations.

## PROMPTS FOR THE PANELISTS

These prompts were previously shared with the panelists to help them prepare for the event.

- How your organization has prepared protocols and changes in operations and programs
- How your organization rolled out changes or implemented them; and how they are working so far
- Items to consider discussing include:
  - Security
  - Sanitizing procedures
  - Staffing levels and roles
  - Audience perception of safety
  - General safety concerns for artists, audiences, and staff

- Guidance or information you received from outside your organization
- Anything else you feel is important

## PANEL Q&A

- After introductions and panelist presentations, there should be about 20 minutes remaining in hour 1 for open Q&A. Please facilitate questions by reading them out of the chat or calling on folks who raise their hand.

## WRAP UP

- **IMPORTANT:** Make sure to announce before concluding the panel that anyone who chose to attend a DIFFERENT discipline-specific breakout room (including Office Space) needs click the Zoom link in their email to get to that breakout. If they are staying within the same discipline, they will get automatically sorted into a breakout room. Joseph can help with anyone who does not get automatically sorted.
- At the conclusion, please thanks the attendees and the panelists.

# RETURN TO WORK EVENT ROLES

Below is a full breakdown of the roles for each part of the event.

## ROLES: HOUR 1, PANELIST PRESENTATIONS

### ARTS EDUCATION PANEL

#### PANELISTS

Rachel Dickson, Ensemble Theatre

Jennifer Sommers, Houston Ballet

Alice Valdez, MECA

#### FACILITATOR

Courtney Tee, Arts Connect

#### SCRIBE

Taylor Bush, Arts Connect

### PERFORMING ARTS PANEL

#### PANELISTS

Janette Cosley, Ensemble Theatre

Mark Folkes, Stages Repertory Theatre

Dean Gladden, Alley Theatre

#### FACILITATOR

Sixto Wagan, University of Houston

#### SCRIBE

Matt Detrick, Apollo Chamber Players

## VISUAL ARTS PANEL

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### PANELISTS

Desmond Bertrand-Pitts, Buffalo Soldiers National Museum

Xandra Eden, DiverseWorks

Gary Tinterow, Museum of Fine Arts, Houston

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### FACILITATOR

Christine West, Houston First

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### SCRIBE

Julie Farr, Houston Museum District

## ROLES: HOUR 2, BREAKOUT ROOMS

### ARTS EDUCATION

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#### ROOM 1: BUDGETS GREATER THAN \$1M

**Expert Facilitator:** Caroline Goeser, Museum of Fine Arts, Houston

**Scribe:** Mageida Sapon, Medley Inc.

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#### ROOM 2: BUDGETS LESS THAN \$1M

**Expert Facilitator:** Shannon Crider, Houston Center for Photography

**Scribe:** Carris Adams, Mid-America Arts Alliance

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#### ROOM 3: BUDGETS LESS THAN \$1M

**Expert Facilitator:** Courtney Tee, Arts Connect

**Scribe:** Taylor Bush, Arts Connect

### PERFORMING ARTS

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#### ROOM 1: BUDGETS GREATER THAN \$1M

**Expert Facilitators:** Perryn Leech, Houston Grand Opera; Hillary Hart, Theatre Under the Stars

*This event was organized by a coalition of organizations that includes Community Artists Collective, Dance Source, DiverseWorks, East End Cultural District, 5<sup>th</sup> Ward Cultural District, Fresh Arts/Arts District, Glasstire, Houston Arts Alliance, Houston First, Mayor's Office of Cultural Affairs, Mid-America Arts Alliance's Engage Houston, Midtown Cultural District, Museum District, Theater District, and University of Houston.*

**Scribe:** Sixto Wagan, University of Houston

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### ROOM 2: BUDGETS LESS THAN \$1M

**Expert Facilitator:** Amy Gibbs, ROCO

**Scribe:** Matt Detrick, Apollo Chamber Players

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### ROOM 3: BUDGETS LESS THAN \$1M

**Expert Facilitator:** Harrison Guy, Fifth Ward CRC

**Scribe:** Marci Dallas, Fresh Arts

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## VISUAL ARTS

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### ROOM 1: BUDGETS GREATER THAN \$1M

**Expert Facilitator:** Rebecca Rabinow, The Menil Collection

**Scribe:** Julie Farr, Houston Museum District

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### ROOM 2: BUDGETS LESS THAN \$1M

**Expert Facilitator:** Jennie Ash, Art League

**Scribe:** Mark Francis, M. Francis Creative

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### ROOM 3: BUDGETS LESS THAN \$1M

**Expert Facilitators:** Xandra Eden, DiverseWorks; Brian Hodge, The Printing Museum

**Scribe:** Ashley Dehoyos, DiverseWorks

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## OFFICE + ADMINISTRATIVE SPACES

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**Expert Facilitator:** Kathy Payton, Fifth Ward CRC

**Scribe:** Kheli Willetts, Mid-America Arts Alliance