

RETURN TO WORK ONLINE EVENT BREAKOUT 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 2 - BREAKOUT ROOMS

- At the end of the first hour, Joseph will check in with each panel to confirm if the panel attendees are ready to move into the budget-specific breakout rooms, and from there breakout facilitators will help drive the peer-to-peer conversation.

BREAKOUT ROOM EXPERT FACILITATORS

- **Arts Education:** Caroline Goeser, Shannon Crider, Courtney Tee
- **Performing Arts:** Perryn Leech, Hillary Hart, Amy Gibbs, Harrison Guy
- **Visual Arts:** Rebecca Rabinow, Jennie Ash, Brian Hodge, Xandra Eden

INTRODUCTIONS

- **Norm Setting:** Because the breakout portion is about connecting with each other in dialogue, make sure attendees are aware of the following:
 - **Generalized notes:** no names will be captured in notes, though anonymized notes will help the planning collective to help the community in better ways

- Expectations: this event is about sharing and listening; we will also share resources as a PDF after the event
- Starting with yourself, go around the room with introductions; we recommend calling on folks to avoid awkward interruptions and stilted intros
- Name & organization or artistic discipline you represent
- Keep it quick!

NOTE ABOUT HANDLING LESS COOPERATIVE PARTICIPANTS

The first goal is to set up the meeting in such a way that it puts a "fence" around bad behavior. For instance, the facilitator can begin by thanking the group for their time and attendance, then saying: *"This is an important meeting and we want to make sure that we are respectful of everyone's time and contributions. If anyone needs help on a particularly sensitive issue or topic, please message us after the meeting to talk about resolution."*

If someone decides to push the envelope (political grandstanding, rude language, demeaning comments), the facilitator should be direct and assertive: *"Joe, that comment isn't for this time and space. If you want to talk about this issue, let's do that off line."* There's no playing "nice" with a bully. Be direct and decisive. The group will thank you!

CONTENT PROMPTS TO WORK WITH (IN NO SPECIFIC ORDER)

We encourage you to use these larger, open ended and framing questions to let the conversation flow. Avoid yes/no questions.

- What are the top three concerns or primary steps you need to take? What are the three areas of importance to address as you begin to work or plan to return to work?
- How are you planning for staff, audience and artists' safety and their perception of being safe?
- How is staffing arranged to implement plans?
- What are your sanitation plans? Costs? Sources?
- How is your business model affected – higher costs? Lower income?
 - How are you cutting costs in light of contracting programs or other changes?

WRAP UP

At the conclusion of the second hour, facilitators give a final sign message off to the breakout room.

- Next steps
 - We'll share a list of resources via email
 - Anticipate a one question survey: was it helpful; would you do it again?
 - If you have follow up questions arise, submit through the HAA Support Desk (haatx.com/supportdesk), we'll also email this link as a follow up to all attendees

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

PANELISTS

Desmond Bertrand-Pitts, Buffalo Soldiers National Museum

Xandra Eden, DiverseWorks

Gary Tinterow, Museum of Fine Arts, Houston

FACILITATOR

Christine West, Houston First

SCRIBE

Julie Farr, Houston Museum District

ROLES: HOUR 2, BREAKOUT ROOMS

ARTS EDUCATION

ROOM 1: BUDGETS GREATER THAN \$1M

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

Scribe: Mageida Sapon, Medley Inc.

ROOM 2: BUDGETS LESS THAN \$1M

Expert Facilitator: Shannon Crider, Houston Center for Photography

Scribe: Carris Adams, Mid-America Arts Alliance

ROOM 3: BUDGETS LESS THAN \$1M

Expert Facilitator: Courtney Tee, Arts Connect

Scribe: Taylor Bush, Arts Connect

PERFORMING ARTS

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, 5th 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

ROOM 2: BUDGETS LESS THAN \$1M

Expert Facilitator: Amy Gibbs, ROCO

Scribe: Matt Detrick, Apollo Chamber Players

ROOM 3: BUDGETS LESS THAN \$1M

Expert Facilitator: Harrison Guy, Fifth Ward CRC

Scribe: Marci Dallas, Fresh Arts

VISUAL ARTS

ROOM 1: BUDGETS GREATER THAN \$1M

Expert Facilitator: Rebecca Rabinow, The Menil Collection

Scribe: Julie Farr, Houston Museum District

ROOM 2: BUDGETS LESS THAN \$1M

Expert Facilitator: Jennie Ash, Art League

Scribe: Mark Francis, M. Francis Creative

ROOM 3: BUDGETS LESS THAN \$1M

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

Scribe: Ashley Dehoyos, DiverseWorks

OFFICE + ADMINISTRATIVE SPACES

Expert Facilitator: Kathy Payton, Fifth Ward CRC

Scribe: Kheli Willetts, Mid-America Arts Alliance