

EJN Mentoring scheme for Programmers

A new generation of curators learning from more experienced EJN members

The mentoring scheme in brief

- **EJN will support 2 mentorings per edition, for two editions during the current Creative Europe project (2025-2028).** The **1st edition** will take place **between the 1st of June 2025 and 30th of September 2026**; the **2nd edition will be from October 2026 to September 2028**. We are now launching the call for the first edition of the scheme (taking place between 2025-2026).
- **Any representative of a EJN member** (active* EJN members and honorary EJN members) with a solid background experience in programming **can can candidate to be a mentor** under this mentoring scheme (more details below).
- **Mentees must be associated, and apply through, an active* member organisation (full/part time staff, collaborators, trainees, volunteers);**
- **Mentees must be UNDER 35 YEARS OLD** at the point of the commencement of their mentoring programme, and **priority will be given to female and non-binary applicants, and to other under-represented groups**
- **The selected mentee and mentor** will be “matched” by the EJN mentorship committee after the deadline of individual applications (more details below).
- An **EJN mentorship scheme is composed of:**
 - **ONE in-person field visit by the mentee of maximum 5 consecutive days** at the **premises of the mentor** (festival, venue, etc), to be scheduled in agreement with the mentor;
 - **At least 3 online mentoring sessions** over the course of at least 10 months;
 - **ONE final in-person meeting during the next European Jazz Conference** (2026 for the first scheme; 2028 for the second scheme).
- The mentoring scheme is intended to **support developing new skills and competences for working in the creative music sector** as a programme of a **venue or festival**.
- The mentors and mentees **CANNOT be from the same country**, in line with EJN’s mission to foster international collaboration and exchanges.
- The specific objectives and the calendar of the mentoring activities must be outlined in the **educational programme** that must be **developed together by the mentee and mentor** after they have been “matched” by the EJN mentorship committee (more details below).

- Each mentee will be requested **to send a report to EJM** at the end of the scheme, based on a fixed template, indicating the work done/lessons learnt/personal evaluation of the experience. Parts of the report will be used on the EJM website and in EJM communications.
- **Each mentor will also be required to complete a survey to evaluate the experience** and plan the next editions.
- Each mentee is also requested **to document his/her mentorship experience**, especially in-person events, **through photos and videos**, and **to publish them on social media**, in order to give visibility to the scheme and the support from EJM and Creative Europe, **tagging @europejazznet in the relevant posts** (instagram, facebook, etc...).
- Mentors and mentees must strictly adhere to the [EJM Code of Conduct](#), that is in place for the whole duration of the programme, as for all EJM activities.

How a mentor can apply

- **Any representatives of active* EJM member organisations** (and EJM honorary members) with a solid background experience in programming can be a **candidate for the EJM mentoring scheme**, by filling an online form.
- **A call for mentors** will be launched in the middle of **February 2025** with a **deadline on Tuesday, 15 April 2025**.
- **The application form for Mentors** can be accessed here: <https://forms.gle/aLbLip1Yi6PX8rJp6>
- The candidate must provide an **overview of their areas of expertise and skills**, together with some **background information about the history of their work experience** and **contact information**.
- All the information about the proposed mentors **will be collected and evaluated by the EJM mentorship committee**, and **two mentors will be selected for the first edition**. These two mentors will be then **“matched” with two mentees** by the EJM committee, according to the needs and expectations of both parties.
- The selected mentors must commit to the educational programme that will be prepared together with the mentees (see below) after the selection, **including the attendance at the European Jazz Conference 2026 for the first edition**.
- Mentors who take part in the first mentoring edition **may also be able to participate in the second mentoring edition**.

How a mentee can apply

- A specific **call for mentees will be published in the middle of February 2025**, which will require applicants to provide some **basic personal information**, information about the **member organisation**, the applicant's **previous experience**, **motivation** and **expectations**, and the **type of mentor she/he/they are looking for**.
- The application deadline for the first edition for mentees **will be on Tuesday, 15 April 2025**.
- **The application form for Mentees** can be accessed here:
<https://forms.gle/WnBbQfXgdika7EnB6>
- Through the mentoring programme, the mentees are expected **to acquire concrete skills and** competences to develop artistic programmes for a venue or a festival, in areas such as:
 - **Booking** - identifying & securing artists, negotiating contracts;
 - **Concert programming** - audience development, curating a diverse & engaging lineup;
 - **Commissioning of new projects**: initiating the creation of original works, collaborating with artists,
 - **Diversity in programming**: promoting inclusivity by engaging artists from different backgrounds, genres & cultures.
- Selection will be made by the EJM mentorship committee on the **basis of the information provided, and short online interviews may be conducted if necessary**. The EJM mentorship committee will then **“match” the two selected mentees with two mentors**. After this, it will be the responsibility of the mentee and the mentor together to develop the educational programme, including the schedule and content of the mentoring sessions. These must be submitted to EJM at the beginning of the mentoring period.
- We expect a full commitment from both the mentors and mentees to the programme. If, after their initial meetings, the programme does not meet the expectations of the two parties, EJM will look to resolve the issue to the satisfaction of both as best as possible, on a case-by-case basis.
- Mentees and sending EJM organisations that are selected for the first edition will not be able to apply to the second edition.
- For the full list of EJM members and an insight in their activities please check:
<http://www.europejazz.net/members>

EJN will cover for the mentor

- One fee (**lump sum**) for her/his/their services for the mentoring scheme of **€2.000,00** (gross, tax incl.)
- No additional travel or accommodation costs will be provided for the mandatory attendance at **the European Jazz Conference 2026 and/or 2028, which are already provided under the normal conditions of membership.**

EJN will cover for the mentee

Travel and accommodation costs for **ONE in-person field visit** to the designated area of the mentor for a maximum of **5 consecutive days**, as follows:

- **TRAVEL:** A contribution to travel costs (flight/train/bus/ferry/metro/tram), including transportation back and forth to the mentor's area and local transportation during the mentoring visit period, on the basis of the most convenient fares, for a maximum of €300 for the whole mentoring visit, based on actual expenses incurred. PLEASE NOTE: in order to incentivise the use of sustainable means of transportation and to cover resulting additional costs, the maximum reimbursement for transportation to/from the mentor location **ENTIRELY by train can be up to max 350€, instead of 300€;**
- **ACCOMMODATION:** A contribution to accommodation costs (hotel/airbnb/etc...) for each participant for the duration of the exchange up to max. **100€ per night** per max. **5 consecutive days**. If accommodation expenses exceed 100€ per night, the difference must be covered either by the participant or by the sending/host organisation;
- **SUBSISTENCE:** A contribution/daily allowance of up to **max. €50 per day** to cover food expenses of the mentee. The allowance will be based on actual expenses and will be reimbursed directly to mentees upon submission of original receipts and a request for reimbursement.

In addition, the mentee will be **granted the participation in the European Jazz Conference 2026** in Cologne, Germany (for the first edition), with a **contribution to travel expenses** (up to €300), **3 nights accommodation, meals** as part of the Conference programme and a **free registration to the conference.**

EJN GREEN RIDER: for planning travels and activities during the mentorship period, please consult and follow the **EJN green rider:**

<https://www.europejazz.net/green-rider/promoter-organisers.html>

(*) EJV Bylaws art. 5.1 “The Association consists of active members that, after admittance, pay the EJV annual membership subscription”

TIMELINE

Action	Date
Launch of the call for mentors & mentees inside the EJV membership	14 February 2025
Deadline of the call for mentors & mentees inside the EJV membership	15 April 2025
Evaluation process for both mentors & mentees	15 April 2025 - 30 April 2025
Interviews with shortlisted mentees, if necessary	30 April 2025 - 16 May 2025
Announcement of the results, including the matches	20 May 2025
Signing of the contracts with mentors and mentees	20 May 2025 - 01 June 2025
Development of the education programme by mentees & mentors to be submitted to EJV at the start of the mentoring period	01 June 2025 - 30 July 2025
Beginning of the first mentorship edition	01 September 2025
Final meeting at the European Jazz Conference 2026	25-26 September 2026
End of the first mentorship edition	30 September 2026

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