

8th EJN Staff Exchange programme

Professional mobility experience for members

Europe Jazz Network is pleased to offer to its members, after the great success of seven editions, the 8th round of its **staff exchange programme**. The idea behind the programme is that **one active (*) EJN member sends an interested staff member to another active EJN member organisation in a different country**.

This programme offers participants the chance to **spend up to a maximum of 8 days learning from each other**, sharing experiences, and getting an insight into a foreign (working) culture in the thriving sector of creative music in Europe. Our hope is also that the exchange will be a chance to increase **collaborations and develop new projects between EJN members**, with the view of making our network even stronger and more connected!

EJN's contribution should be regarded as a support that does not cover all possible expenses, and as an incentive to foster new experiences and collaborations within the network.

Please check the reports of previous participants to the EJN Staff Exchange programme here: <http://www.europejazz.net/activity/77702/case-studies>

EJN Staff Exchange in brief:

- **EJN will support a limited number of exchanges** (approximately 10, depending on the allocated budget) between active (*) EJN member organisations **in the period between 01 January and 31 December 2025**;
- Every exchange is “one-directional” (not a “twinning” programme) but two separate exchanges can be arranged between organisations in order to be reciprocal;
- Participants in the exchange **shall be staff members (full/part time, collaborators) of the sending organisation**. As the exchange is conceived as a learning experience, **priority will be given to YOUNGER** participants from member organisations;
- Priority will be also given to **member organisations that didn't participate in previous editions** of the EJN Staff Exchange;
- **Areas of work** to be covered during the exchange include:
Organisation/management of cultural events; Project management/development of new collaborations; Communication/promotion/marketing; Network coordination (for national/regional organisations); Institutional activities/fundraising; Logistical/production management, among others;
- Duration of the exchange period supported by EJN is of up to maximum **8 CONSECUTIVE DAYS** at the host organisation's premises;

- The sending organisation should **contact the possible host organisation in advance**, check their availability to host the exchange and **agree a schedule for the exchange work programme**. EJN staff will check that **an application meets the basic criteria** for taking part in the exchange **and the quality of the work programme proposed**.
- Each participant is required **to send a report to EJN** at the end of the exchange based on a fixed template, indicating the work done/lesson learnt/personal evaluation of the experience, together with some images/videos from the exchange. Parts of the report will be used in the EJN website and communications. **A short survey will be requested to the host organisation to evaluate the experience**.
- Each participant is also requested **to document his/her exchange experience through photos and videos**, and **to publish them on social media**, in order to give visibility to the programme and the support of EJN and Creative Europe, **tagging @europejazznet and @creative.eu in the relevant posts** (instagram, facebook, etc...)

HOW TO APPLY

- In order to apply for the staff exchange, **the applicant should fill the form available here: <https://www.surveymonkey.com/r/8ejnstaffxchange>** with the agreed dates/work programme.
- **The DEADLINE** for sending an application is **Sunday, 22 DECEMBER 2024**.
- For the full list of EJN members and an insight in their activities please check: <http://www.europejazz.net/members>

EJN will reimburse:

- **A contribution to TRANSPORTATION costs** (flight/train/bus/ferry/metro/tram), including transportation back and forth to the host's area and local transportation during the exchange period, on the base of the most convenient fares, for a maximum of **€350 for each exchange**, 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 host city ENTIRELY by train can be of max 400€, instead of 350€**.
- **PLEASE NOTE:** for short distances of under 600 km, **travelling by aeroplane is only allowed in exceptional and well justified cases:**
 - for persons with disabilities
 - for travelling from or to an island with no ferry connections
 - due to force majeure or grave personal circumstances
- **A contribution to ACCOMODATION costs** (hotel/airbnb/etc...) for each participant for the duration of the exchange up to max. **100€ per day** (per max. 8 consecutive

days). If accommodation expenses exceed 100€ per night, the difference must be covered either by the participant or by the sending/host organisation;

- **Please note** that for the EJM Staff Exchange programme, **EJM cannot cover any insurance costs**, that in case should be covered directly by the participants or sending organisation;
- **EJM GREEN RIDER:** please consult and follow the **EJM green rider** for other aspects related to the exchange experience, for example related to the chapters “**staff mobility**”, “**accommodations**”, “**green office**”, “**green organisations**” of the organisers section:

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

Benefits for the host organisation

- **Share and learn:** The person you are hosting will bring in new ideas about programming, projects, events and office management that will help further developing your own organisation.
- Are you having your **festival or a major event** during the period of the exchange? Your guest's experience can be a precious help in managing your events in areas such as production/communication/volunteer management and so on.
- Your guest's sending organisation may have a similar agenda/scope/capacity. Why not join forces to **create a joint action**?
- Are you developing a **new project** and looking for partners? Maybe your guest can **connect** you to some organisations/institutions you don't know very well.
- If your guest comes from a **national/regional organisation**, why not use the opportunity to strengthen collaborations/learn how to establish a national organisation in your own country?
- During the placement, you will have **two more working hands** in the office: your guest will be a real help for different kinds of tasks.

Benefits for the sending organisation

- **Share and learn:** The person you are sending will bring back a lot of new ideas with them about programming, projects, events and office management that will help further developing your own organisation.
- Sending a staff from your organisation will enable you to **make known the work of your organisation** to the host and in its city, region and country. Use the opportunity to present as many of your activities as possible.
- The host organisation might have a similar agenda/scope/capacity to yours. Why not join forces to **create a joint action**?
- You are developing a **cooperation project** and looking for partners? This is the perfect opportunity to get to know another EJM member and seek partners for your activities.

- Your host might have different **contacts** on the political and cultural level, which may be useful to you.
- **Motivate** the people you are working with. Travelling and getting an insight into other working structures is always a great personal experience. The person you send will come back with a lot of **new inspiration and energy!**

Benefits for participants

- **Share and learn:** talk about programming, projects, working methods and management in your organisation and get inspiration from your host.
- **Take the initiative:** if you see opportunities for joint actions on a cultural level, suggest them to your host and home organisation. You are the one who knows both.
- Meet other people outside the office where you are placed and get to know a **foreign culture**.
- Use and develop your **language capacities**.
- Travelling abroad, meeting and working with other people is a **great personal experience**.

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