

## 7th EJM Staff Exchange programme

### Professional mobility experience for members

Europe Jazz Network is pleased to offer to its members, after the great success of the six previous editions, a 7th round of its staff exchange programme. The idea behind the programme is that one active (\*) EJM member sends an interested staff member to another active EJM member organisation in a different country.

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

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 that is jazz and creative music in Europe. Our hope is also that the exchange will be a chance to increase **collaborations and develop new projects between EJM members**, with the view of making our network even stronger and more connected!

### EJM Staff Exchange in brief:

- **EJM will support a limited number of exchanges** (approximately 12, depending on the allocated budget and expenses claimed) between active (\*) EJM member organisations **in the period between 01 January and 31 December 2024**;
- Every exchange is “one-directional” (not a twinning programme) but two 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 primarily conceived as a learning experience we encourage **YOUNGER** participants from member organisations to apply;
- **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 EJM is of up to maximum **8 CONSECUTIVE DAYS** at the host organisation’s premises;
- The sending organisation should **contact in advance the possible host organisation**, check their availability to host the exchange and agree a draft schedule for the exchange work programme. EJM staff will check that **an application meets the basic criteria** for taking part in the exchange **and the quality of the work programme proposed**. **Priority will be given to member organisations that didn’t participate in previous editions of the EJM Staff Exchange**;

- Each participant will be requested **to send a report to EJNI** 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. The report will be used in the EJNI 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 EJNI and Creative Europe, **tagging @europejazznet and @CreativeEurope in the relevant posts** (facebook, instagram, etc...)

## HOW TO APPLY

- In order to apply for the exchange **the applicant should fill the form available here: <https://www.surveymonkey.com/r/ejnstaffxchange7>** with the agreed dates/areas of work.
- **DEADLINE** for sending an application is **Sunday, 10 DECEMBER 2023**
- For the full list of EJNI members and an insight in their activities please check: <http://www.europejazz.net/members>

## EJNI will reimburse:

- **TRANSPORTATION costs** (flight/train/bus/ferry) forth and back for each participant in the exchange **between the city/area of the sending organisation to the city/area of the host organisation** on the base of the most convenient fare, for a maximum of **300€** for each exchange;
- **PLEASE NOTE:** in order to incentivize the use of **sustainable means of transportation** and to cover resulting additional costs, **the maximum reimbursement for transportation ENTIRELY by train can be of max 350€, instead of 300€.**
- **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;
- **A DAILY ALLOWANCE up to max. 50€ per day** to cover **food and internal transportation expenses** of the participant. The allowance will be based on actual expenses and will be reimbursed directly to participants upon submission of original

receipts and a request for reimbursement (this means that if you spend more than € 50 per day, you will be reimbursed € 50 per day, if you spend less than € 50, you will be reimbursed the exact amount you spent according to the receipts the participants will provide).

- **EJN GREEN RIDER:** please consult and follow the **EJN green rider** for other aspects related to the exchange experience, for example related to the chapters “**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/volunteers 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 kind 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 EJN 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**.

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