

## 4th EJN Staff Exchange programme

Europe Jazz Network is pleased to offer, after the success of the first three editions and thanks to the support of the Creative Europe programme of the European Union, a fourth round of its staff exchange programme for its members. The idea behind the programme is that one active (\*) EJN member sends an interested staff to another active EJN member organisation in a different country - and/or hosts a staff from another organisation.

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

This programme offers participants the chance to spend up to max. 10 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 EJN members, with the view of making our network even stronger and more connected!

### EJN Staff Exchange in brief:

- **EJN will support a limited number of exchanges** (approximately 12, depending on the allocated budget and expenses claimed) between active (\*) EJN member organisations **in the period between 01 January and 31 December 2020**
- 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 EJN is of up to max. **10 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. EJN staff will check that **an application meets the basic criteria** for taking part in the exchange and will then select participants on the basis of “**first-come, first-served**”, and the **quality of the work programme proposed**. **Priority will be given to member organisations that didn’t participate in previous editions of the EJN Staff Exchange, and answers will be given to applicants before the deadline, whenever possible.**
- Each participant will be requested 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. The report will be used in

the EJM 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 EJM and Creative Europe, **tagging @europejazznet and @CreativeEurope in the relevant posts** (facebook, twitter, 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/4ejnstaffexchange> with their CV and agreed dates/areas of work.
- **DEADLINE** for sending an application is **Saturday, 15th February 2020** (first-come, first-served)
- For the full list of EJM members and an insight in their activities please check: <http://www.europejazz.net/members>

## EJM will cover:

- **Transportation costs** (flight/train/bus) 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 (EJM will purchase tickets directly on the base of the most convenient fare);
- **Accommodation costs** (hotel/airbnb/etc...) for each participant for the duration of the exchange up to max. € 60 per day (per max. 10 consecutive days). These costs will be either paid directly by EJM to a hotel identified by the participant or paid to the host organisation upon submission of an invoice. If accommodation expenses exceed € 60 per night, the difference must be covered either by the participant or by the sending/host organisation;
- **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).

## 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 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 political or 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**.

## Dos and Don'ts

To make sure that the placement will be a good experience for everyone involved, some "golden rules" should be respected. To make it easier for you, we have collected some "dos and don'ts"

As a guest...

- ... ask for reading material to get know the organisation and also to have something to do when you have to wait for feedback or new working instructions.
- ... bring some of your work from your sending organisation to show your host and also to continue when you have time for it.
- ...be patient. The organisation hosting you has to run its "normal business". When you have finished a task, wait that your mentor has time for you.
- ...ask what you would like to ask and collect your questions on a piece of paper to have them ready in the next meeting with your mentor.
- ...be sensitive to whether the time is right for new ideas you might wish to contribute
- ... if you are uncomfortable with your situation, talk about it with your host in a quiet and polite way.
- ...inform yourself about the city/region of your placement and make plans of how to spend your free time.

As a host...

- ...choose the period for the placement carefully. An event would be a nice opportunity, but no obligation
- ...define a mentor for your guest
- ...define some tasks for your guest beforehand
- ...try to organise at least one informal activity outside the office with as many team members as possible

**Better not:**

As a guest...

- ...don't expect your host to always have time for you. During their working time, your new colleagues have their work to do and during their leisure time, they have their own hobbies, families, friends...
- ...don't ask your questions as soon as they come to your mind. Collect them and wait for the next meeting with your mentor.

As a host...

- ... avoid the classical placement trap: Your guest is in your office (mainly) to learn and share, not (only) to make photocopies and prepare coffee and tea

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