

## Staff Exchange Programme 2019/2020

The ETC Staff Exchange Programme offers all technical, administrative and artistic personnel from Member Theatres the opportunity to visit another theatre in the network for up to 30 days. They will be able to exchange know-how and professional techniques with their European colleagues while experiencing the theatre sector of another European country.

The programme encourages the sharing of best practice, peer-learning and on-the-job training as well as the development of personal, professional and intercultural skills. Spread the word among your staff members and encourage them to experience the diversity of Europe's theatre scene!

The Staff Exchange Programme is part of "ENGAGE - Empowering today's audiences through challenging theatre", co-funded by the Creative Europe Programme of the European Union.

### Grants for ETC Members:

The grant is paid out to the sending theatre and consists of the following:

- a contribution to local expenses (€20/day, max. 30 days)
- a contribution to travel costs of up to €300

We have 5 grants available for ETC Member Theatres to send a staff member to a fellow ETC Member Theatre for up to 30 days. Grants include travel costs (up to €300) and subsistence costs. The accommodation is organised and paid for by the receiving theatre. The grants are awarded based on the decisions of the ETC Board. Applications are to be completed by the sending theatre and staff member.

### Applications are now open for the Staff Exchange Programme 2019/2020.

Please send the application form below via email to Alice Burrows: [aburrows@europeantheatre.eu](mailto:aburrows@europeantheatre.eu)

Please fill out this form on your computer with a PDF reader. If you open this form in your browser, some features may not work. If you have trouble filling out the form or questions about the programme, please call Alice Burrows on +49 30 28 441 461.

### Application Deadline: 3 September 2019

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### Conditions of the grant

**By applying, all parties agree to the conditions stated here.**

The sending theatre agrees to:

- Grant its staff member a paid leave of absence for the period of the Staff Exchange Programme;
- Allow ETC to save the provided data in this application until the end of the ENGAGE programme.

The staff member agrees to:

- Photography and videography during their exchange being used by ETC for documentation and communication purposes;
- Provide an evaluation report to ETC at the end of the Staff Exchange Programme;
- Allow ETC to save the provided data in this application until the end of the ENGAGE programme.

The receiving theatre agrees to provide accommodation for the duration of the Staff Exchange Programme.

### Communication about the Staff Exchange Programme

Please include both the [ETC logo](#) and the [EU Creative Europe logo](#) in all your communication (print and online) regarding the Staff Exchange Programme. Please also mention the EU funding by using this text: “The Staff Exchange is supported by the European Theatre Convention as part of ETC's ENGAGE programme. ENGAGE - Empowering today's audiences through challenging theatre is co-funded by the Creative Europe Programme of the European Union.”

Please also tag ETC in any social media posts:

Facebook: @European.Theatre.Convention

Twitter: @europeantheatre

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## Application Form Staff Exchange Programme 2019/2020

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Sending Theatre:

Name of the Theatre's Designated Contact for ETC:

Telephone:

Email:

Name of the Staff Member applying:

Professional Position:

Level of Highest Qualification:

Language Skills:

Preferred Receiving ETC Member Theatre (max. 3 choices):

1/

2/

3/

I have already been in contact with the ETC Member Theatre:          yes /          no

Preferred Period:                                  to



Motivation:

*Please explain briefly (max. 600 characters) why you would like to participate in the ETC Staff Exchange Programme.*

Date:

Date:

Signature ETC Contact Person

Signature Staff Member

*digital signature accepted*

*digital signature accepted*