

Take Note Application Pack

Who can apply?

Take Note is a leadership program that addresses the underrepresentation of women and gender diverse musicians in jazz by celebrating and promoting women and gender diverse leaders on stage and in high schools across Victoria.

The successful applicant will be an artist who is already on their path to creative leadership and who displays exemplary musicianship and leadership potential.

Program Objectives

Take Note will:

- Provide leadership, remuneration and professional development opportunities for an early to mid-career leader in jazz.
- Champion creative leaders from under-represented genders for the next generation.
- Showcase aspirational and relatable role models during a key development stage for students and young musicians – “if you can see it, you can be it”.
- Encourage increased participation in jazz by young musicians, particularly women and gender diverse people, and encourage greater long-term intake rates into tertiary courses and the sector itself.
- Raise awareness of the barriers faced by women and gender diverse people in music and promote new ideas to create a diverse future for jazz in Australia.

The successful candidate will receive:

- A \$7,500 cash bursary to support the development of new original music to be presented at the 2026 Melbourne International Jazz Festival.
- A performance at the 2026 Melbourne International Jazz Festival (16-25 October), for which the artist will be paid an additional performance fee.
- Ticketing package for MIJF 2026 and networking opportunities based around Festival events.
- Professional and artistic mentoring/development opportunities, shaped around the needs of the Program Leader.
- Regional and metropolitan high school workshop facilitation opportunities for which the artist will be paid an additional facilitation fee (if applicable).
- University workshop engagement for which the artist will be paid an additional facilitation fee.

Eligibility Criteria

You are eligible for *Take Note* if you:

- Are a woman or gender diverse musician
- Identify as an early to mid-career jazz leader
- Reside in Victoria
- Currently work as a professional musician in the Victorian jazz industry

How do we define an emerging jazz leader?

We will accept applications from anyone who self-identifies as an early to mid-career jazz leader. As a guide, you will likely have practiced professionally for less than 15 years, especially in the context of a band/ensemble leader. There are no specific age restrictions or requirements.

In addition to meeting the eligibility criteria, the successful applicant must:

- Commit to the development of new original music suitable for a performance outcome in the 2026 MIJF program. Please be aware that there may be restrictions as to ensemble size or scale of project, to be negotiated with MIJF by the successful candidate.
- Be available to perform at MIJF during the period 16-25 October 2026, at a date and time nominated by MIJF, for which you will be paid a performance fee.
- Commit to being available for media/promotional opportunities as reasonably requested from time-to-time by MIJF.
- Work with the MIJF Associate Producer & Programs Coordinator to plan for professional and artistic development opportunities as part of the Take Note program (e.g. composition mentorship, networking and industry skills building, jazz/improvisation education workshop development)
- Be available to engage in university mentoring session(s) in April/May 2027 for which you will be paid an additional fee.
- Commit to obtaining a Police Check and Working with Children Check as necessary.
- Be willing to adhere to all relevant MIJF policies and procedures.

Timeline

- Wednesday 12 November 2025 – Applications Open
- Monday 1 December 2025, 17:00pm AEDT – Applications Close
- Tuesday 16 December – Shortlisted applicants interviewed (please ensure you have availability on this date)
- Mid-December 2025 – Successful applicant notified
- Late-January 2026 – Successful applicant announced
- Mid-December 2025 onwards – Commission development, career development sessions and education workshop development
- March - June 2026 (TBC) – Opportunity for secondary school education workshops
- 16-25 October 2026 – MIJF 2026 Performance outcome
- April/May 2027 – University mentoring engagement(s)

Application Process

To apply you'll need to submit the following application materials by 17.00pm AEDT on Monday 1 December 2025.

- Short answers to the following questions:
 - a. why do you want to be the Take Note Jazz Leader, and what would you like to achieve from the program?
 - b. what leadership experience or qualities do you bring to the Take Note program?
 - c. what is your proposal for the development of new original music, for performance at the festival?
 - d. given the opportunity to create an inclusive jazz/improvisation workshop for high school students (yrs 7-12), what would you propose?
- Please provide links of up to three representative audio samples of your performance and/or composition work (i.e. Soundcloud, Bandcamp or Dropbox - please ensure passwords are provided if links are private). Please do not send Google Drive links.
- A CV/bio outlining your career achievements to date, particularly highlighting relevant examples of exemplary musicianship and leadership potential you have already displayed (approx. 1 page)

Applications should be submitted through the application form [here](#)

Applicants who do not provide all the material outlined above will not be considered.

Shortlisted applicants will be contacted by MIJF to arrange a short in-person interview. MIJF will convene a panel of relevant professionals to select the successful applicant.

Aboriginal and Torres Strait Islander people, people with disability, LGBTQIA+ and culturally and linguistically diverse applicants are strongly encouraged to apply.

If you have any questions please do not hesitate to contact Merinda Dias-Jayasinha, Associate Producer & Programs Coordinator: merinda@melbournejazz.com or by calling (03) 9001 1388.