



NPO MUSIC SHARING International Community Engagement Program (ICEP)

2019 Cambodia & 2020 Japan

Application Guidelines for Intern-Coordinator of 2019 Cambodia portion

This position would particularly suit a recent graduate with an interest in cultural exchange through music, artistic community engagement, arts management, arts education.

MUSIC SHARING Overview

MUSIC SHARING has provided free musical experiences and performances in schools, hospital and other institutions for more than 25 years.

MUSIC SHARING's International Community Engagement Program (ICEP) is a cultural exchange, outreach and training program that brings musical presentations to a different Asian country each year in December, followed by similar programming in various locations in Japan the following June.

The ICEP musicians consist of MUSIC SHARING founder, violinist Midori, and three other musicians, in a string quartet.

MUSIC SHARING is currently accepting applications for an Intern-Coordinator to prepare, guide and report on ICEP's activities in Cambodia in December 2019. Much of the work can be done remotely but a pre-tour visit and the tour period itself require being on-site in Cambodia.

Duties of the Intern-Coordinator

- Research relevant venues and people. Contact them. Make on-site examinations and pre-tour trip to confirm suitability. Facilitate the performance/event set-ups.
- Coordinate with Midori with respect to planning programs.
- Liaise, pre-tour, with Midori, the three other musicians and the archivist/photographer. Research and book their transportation and lodging (airline tickets/hotels/transfers/internal travel).
- Coordinate all ICEP in-country activities for December 2019, prepare Tour Master Schedule. Escort musicians on tour and administer the performances/events.
- Foster and maintain relationships with local media contacts, as necessary, relevant, and possible. Maintain social media during the tour, taking occasional cell-phone photos uploading tour blog to WordPress.
- Provide periodic progress reports on the pre-tour tour coordination, the actual tour, and post tour (summary and wrap-up).
- Perform other duties as assigned by the Board of Trustees of MUSIC SHARING and its President (Midori).
- Seek and pinpoint potential sponsors; contact and liaise with them. Collaborate with the MUSIC SHARING Office in Tokyo to submit funding proposals for donations.
- Keep financial records for the tour.
- Liaise with UN officers and Headquarters in Cambodia and New York, as necessary and productive.

After ICEP Tour:

- Organize photos and video footage taken during the tour
- Write tour summary and reports in English
- Other duties

NPO MUSIC SHARING

Room 708, 2-12 Hayabusa-cho, Chiyoda-ku Tokyo, 102-0092, Japan

<http://www.musicsharing.jp/en/index2.html>

<https://musicsharingweb.wordpress.com/>

Eligibility requirements

- Ability to communicate clearly in English (orally and in writing)
- Awareness of basic needs for performances and musicians
- Standard computer skills including blog uploading and document creation
- Strong interpersonal and organizational skills
- Ability to multi-task and to draw logical conclusions
- Willingness to reach out and to take proactive steps
- Candidate must be in good health and there can be no legal or personal restrictions on his/her traveling to and working in Cambodia

Note

- This program differs from a typical concert tour. The schedule will be intense with little or no flexibility and it requires extensive travel because of unpredictable weather and traffic conditions.
- There can be no allowances for changes in the schedule for personal reasons during the activity period.
- The Intern-Coordinator may not be accompanied by family members or friends.

Application Procedure

Fee and Expenses

- The agreed fee will be paid by MUSIC SHARING.
- Expenses (international air travel, domestic transportation, accommodation) to be discussed.
- MUSIC SHARING will provide a reference upon completion.

How to Apply

Please submit the following via e-mail to hrmusicsharing@gmail.com:

Name/Address/Phone number/E-mail address

Copy of Government-Issued ID such as passport

Biography or CV

Letter of intent

Names, phone numbers and e-mail addressed for two references

Note: Applicants' information and attached documents will not be used for other purposes

Application Deadline: July 31, 2019

Application Process

- The first stage is based on the e-mail application.
- The second stage includes interviews over Skype and/or in person.
- The result will be communicated to applicants via e-mail.
- MUSIC SHARING will not respond to inquiries related to the results of the application process.

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