

INTERNATIONAL COMMUNITY ENGAGEMENT PROGRAM (ICEP)

2019 Cambodia & 2020 Japan

Application Guidelines for Intern-Coordinator of 2020 Japan portion

This position would suit those interested in entering the field of arts administration or cultural exchange. Recent graduates in music or the arts are highly encouraged to apply.

■ Application 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.

MUSIC SHARING is currently accepting applications for an Intern-Coordinator to prepare, guide and report on ICEP's activities in Japan in June 2020.

■ Duties of Intern-Coordinator

Period	Location	Duties
May 7 to June 1, 2020	N/A	Before ICEP Tour <ul style="list-style-type: none">- Help to fine-tune ICEP tour schedule- Send checklists to and communicate as necessary to ICEP participants- Prepare for reporting concerts (public performances for the purpose of reporting on ICEP activities that took place in Cambodia in December 2019)- Other duties
June 2 to 21, 2020	Japan	During ICEP Tour <ul style="list-style-type: none">- Serve as guide organizing travel and liaising with destination facilities and the touring musicians- Deal with the media (radio, television, newspapers, magazines)- Keep track of tour accounting (receipts and reimbursements)- Administer ICEP blog- Assist at Reporting Concerts- Other duties
June 22 to July 15, 2020	N/A	After ICEP Tour <ul style="list-style-type: none">- Organize photos and movies taken during the tour- Write reports in Japanese and English- Other duties

* Coordinator follows the instructions of the person in charge of ICEP.

■ Eligibility

- Fluency (oral and written) in Japanese and English
- High computer literacy
- Discretion (ability to keep information confidential)

Note: Any nationality welcome.

■ 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.

■ 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 National Health Card (Non-Japanese must submit a copy of 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

January 31, 2020

■ Application Process

- The first stage is based on the e-mail application.
- The second stage includes an interview.

The result will be communicated to applicants via e-mail.

Note: MUSIC SHARING will not respond to inquiries related to the results of the application process.

■ Contact Information

Non Profit Organization MUSIC SHARING
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MUSIC SHARING