

INTERNATIONAL COMMUNITY ENGAGEMENT PROGRAM (ICEP) 2023 Japan

Application Guidelines for Internship: ICEP Japan Coordinator

This position of MUSIC SHARING ICEP JAPAN COORDINATOR would suit those interested in entering the field of humanitarian aid, international relations, cultural exchange programs, or arts administration. Recent graduates in music or the arts, or those who are fluent in Japanese and English are highly encouraged to apply.

Application Overview:

MUSIC SHARING has provided free musical experiences and performances in schools, hospitals, and other institutions for nearly three decades. 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 during the following June. The ICEP musicians comprise MUSIC SHARING founder, violinist Midori, and three other musicians. MUSIC SHARING is currently accepting applications for an Intern-Coordinator to prepare, guide and catalog ICEP's activities in Japan in June 2023.

Duties of Intern-Coordinator:

Pre-Tour: Starting April 15, 2023

Location: remote

- Help to fine-tune ICEP tour schedule
- Send checklists and communicate pertinent information to ICEP participants
- Assist in creating presentation materials
- Other duties as assigned by supervisor*

During ICEP Tour: June 2 to 18, 2023

Location: Japan, in-person

- Travel to each presentation/destination site with the ICEP musicians
- On-site liaison with destination facilities and the ICEP musicians
- "Stage" and logistical set-up upon arrival at site
- Interact with the local media (radio, television, newspapers, magazines), as necessary
- Keep track of tour accounting (receipts and reimbursements)
- Assist at two Reporting Concerts
- Other duties as assigned by supervisor*

Post-tour: Until July 10, 2023

Location: remote

- Organize photos and other archival materials taken during the tour
- Submit final tour accounting
- Write reports in Japanese and/or English
- Other duties as assigned by supervisor*

*ICEP Intern Coordinator is supervised by, and reports directly to, the MUSIC SHARING Founder, Tour Leader, and violinist, Midori (Goto).

Eligibility and Ideal Skills:

- Individuals between the ages of 22 and 30 as of July 1, 2023 are eligible to apply.
- Individual applicants must have no health, philosophical, or nationality issues that would prevent them from visiting and communicating with various social institutions (schools, nursing homes, hospitals correctional facilities, etc.) in Japan.¹
- Individuals must be able to be physically in Japan during the tour period.
- Individuals must accept, comply, and follow the rules and regulations established by MUSIC SHARING International Community Engagement Program.
- Fluency in Japanese (oral) and English (oral and written)
- High computer literacy
- Discretion (ability to keep information confidential)

Additionally, affinity towards the performing arts and strong organizational and social skills would be a great advantage.

Note:

This program differs from a typical concert tour. The schedule will be intense with little or no personal flexibility. It also offers unusual and invaluable opportunities to experience first-hand the power of music, to visit customarily restricted institutions, and to observe cultural attributes from a unique perspective. There can be no allowances for changes in the schedule for personal reasons during the activity period, and ICEP participants may not be accompanied by family members or friends.

¹ All ICEP participants will be required to accept and strictly follow the rules and regulations established by the MUSIC SHARING ICEP Committee related to the COVID-19 pandemic, in order to ensure both safety and compliance with local laws. These rules and regulations are subject to change at any time as warranted by the situation or required by local authorities and hosting institutions.

Participants traveling to Japan for ICEP activities will, as a general rule, be required to show official proof of full vaccination (a primary COVID-19 vaccine series and specifically bivalent booster). Participants may be required during the tour period to undergo testing at the discretion of the Committee.

Compensation and Expenses:

- There is no application fee.
- Minimal compensation may be offered by MUSIC SHARING.
- Expenses (international air travel, domestic transportation, accommodation) deemed necessary for participation in ICEP activities are generally covered by MUSIC SHARING.

How to Apply:

Please submit the following via email to hrmusicsharing@gmail.com:

- Name, address, email 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

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

Application Deadline:

January 15, 2023 or until filled

Application Process:

The first stage is based on the email application. The second stage includes an interview. The result will be communicated to applicants via email. Please note that 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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