



NPO MUSIC SHARING
International Community Engagement Program (ICEP)
2026 Laos & 2027 Japan

Application Guidelines for Intern-Coordinator of 2026 Laos Portion

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

MUSIC SHARING Overview:

MUSIC SHARING has provided free musical experiences and performances in schools, hospitals and other not-for-profit institutions for more than 30 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 help prepare, coordinate, and report on ICEP's activities in Laos in December 2026. Much of the work can be done remotely; however, a pre-tour site visit (TBD) and the tour period itself require being on-site in Laos during December 2026.

Duties of the Intern-Coordinator:

- Research venues and individuals that align with MUSIC SHARING's mission. Contact prospective partners, conduct on-site assessments and/or an optional pre-tour visit to confirm suitability, and facilitate performance and event arrangements.
- Coordinate with Midori with respect to planning programs.
- Research their transportation and lodging (airline tickets/hotels/transfers/internal travel/visas).
- Maintain communication with musicians regarding travel expectations, needs and regulations.
- Coordinate all ICEP in-country activities for December 2026, 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. Take archival photos.
- Provide periodic progress reports on the pre-tour coordination, the actual tour, and post tour (summary and wrap-up). Regular weekly meetings with Midori in advance of the tour in December 2026.

- Perform other duties as assigned by the Board of Trustees of MUSIC SHARING and its President (Midori).
- 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 Laos and New York, as necessary and productive.

Post-Tour:

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

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 Laos.

Note:

- The tour destination is subject to change due to evolving regional circumstances.
- 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

NPO MUSIC SHARING

Room 601, 2-5-18 Koji-machi, Chiyoda-ku, Tokyo, 102-0083, Japan

Tel: +81-3-6256-9733

Fax: +81-3-6256-9734

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

Biography or CV

Letter of intent

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

Note:

When submitting sensitive documents, such as a passport, please protect the file with a password. Send the password in a separate e-mail to musicsharing.midorigoto@gmail.com.

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

Application Deadline:

August 20, 2026 or until filled

Application Process:

- The first stage is based on the e-mail application.
- The second stage includes interviews over Zoom 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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