JM INTERNATIONAL (JMI)
Job Vacancy: Ethno USA Project Coordinator

Join the international team that makes a difference through music!

Ethno

Ethno is JM International’s program for folk, world and traditional music. Founded in 1990, it is aimed at young musicians (ages 13-30) with a mission to revive and keep alive global cultural heritage. Present today in over 20 countries, Ethno engages young people through a series of annual international music camps as well as workshops, concerts, and tours, working together with schools, conservatories and other groups of youth to promote peace, tolerance and understanding.

At the core of Ethno is its democratic, peer-to-peer learning approach whereby young people teach each other music from their countries and cultures. It is a non-formal pedagogy that has been refined over the past 30 years, embracing the principles of intercultural dialogue and understanding. Ethno provides a unique opportunity for young people from across the globe to come together and engage through music in a manner that is characterized by respect, generosity, and openness.

JM International

JM International (JMI, [www.jmi.net](http://www.jmi.net)) is the world's largest youth-music non-profit organization with members in over 60 countries worldwide. JMI’s network of 40,000+ annual musical activities reach out to over 8 million young people, using the power of music for social change.

JMI was established in Brussels, Belgium, in 1945 with the goal to enable young people to develop through music across all boundaries and borders. We look for a colleague to join us who can stand for this powerful mission, lending their unique strengths and abilities to build on 70+ years of youth empowerment through music.

JMI offers a dynamic, creative, and challenging work environment where young professionals are able to engage themselves fully in meaningful work, together with passionate colleagues and a vibrant international network of music institutions.
Folk Alliance International

Folk Alliance International (FAI, www.folk.org) is the world’s largest member organization for the folk music industry and community. Founded in 1989, FAI’s mission is to serve, strengthen, and engage the global folk music community through preservation, presentation, and promotion.

FAI produces an annual conference, the International Folk Music Awards, the Louis Jay Meyers Music Camp, an ExChange market development series, and an Artist-In-Residence program.

FAI is an equal-opportunity organisation committed to diversity, inclusion, and cultural equity in all of its activities and programs.

FAI represents the broadest international iteration of the folk genre, including Appalachian, Americana, Blues, Bluegrass, Celtic, Cajun, Francophone, Global Roots, Hip-hop, Indigenous, Latin, Old-Time, Traditional, Singer-Songwriter, Spoken Word, and every imaginable fusion.

The Position

JMI and FAI are looking for a highly skilled, “all-round” Ethno USA Project Coordinator to join the Ethno team, working at Folk Alliance International, based out of Kansas City.

This is a multifaceted role and we seek for a candidate with a wide range of expertise to take on all Ethno USA-related project tasks with a high degree of competence.

The Ethno USA Project Coordinator will be tasked with working toward organizing and managing Ethno USA, the first Ethno in North America. The position is part of the FAI team, but reports directly to JM International’s Ethno Global Coordinator in Brussels. The Ethno USA Project Coordinator will also work in close cooperation with the Ethno Project Assistant, the JMI Communications Manager, the JMI Programs Director, and the JMI Executive Director.

The right candidate lives in or around (or is willing to move to) Kansas City and is able to travel domestically and internationally for work.


The Ethno USA Project Coordinator is expected to deliver on-time, innovative work that meets top international standards. Strong organizational skills, an analytical mind and an eye for detail are all crucial. The candidate should be well-organized and result-driven, able to handle themselves well under pressure. They must be passionate about music, people, and culture, with a proven track record when working independently on high-level projects within the creative professional field. The candidate should have experience managing cultural projects, including event management, operations, and logistics. The candidate should be well-versed with the US music scene and be connected within various networks therein.

The Ethno USA Project Coordinator will be responsible for the overall Ethno USA camp and should be able to administer it with a high degree of independence. Tasks include finding a venue to host the camp for 40+ musicians, staff, and volunteers, finding a venue and/or festival for the Ethno USA concert, facilitating tie-ups and organizational collaborations, writing grant applications, hiring support staff and Artistic Leaders, and conducting monitoring, evaluation and reporting activities on the project.

The candidate must be able to manage Ethno USA’s web presence, as well as ideate, develop, and deploy content for the Ethno website and social media related to Ethno USA. The ideal candidate will have an understanding of social media and how to reach out to various communities through it.

The Ethno USA Project Coordinator must be able to represent Ethno with partner organizations in the USA and internationally, working with our US and international network to make a difference through music.

Direct experience of Ethno camps as a participant, Artistic Leader, Organiser, crew member, or volunteer is a plus.

If this sounds like you, please don’t hesitate to apply!

**RESPONSIBILITIES**

- Locating and booking the Ethno USA camp venue and concert venue(s)
- Project Management – Administration and Logistics
- Project Documentation – Management and Reporting
- Development and dissemination of the JM International Ethno brand and strategy to partners in the US
- Management and development of Ethno USA content for JMI’s Ethno website, online projects, and social media
- Production, updation and coordination of visual and written content for Ethno USA for websites, social media platforms, newsletters, blogs and podcasts
• Graphic design – editing and updation of projects made in Adobe Photoshop, Illustrator and InDesign as required
• Coordination with other Ethnos worldwide, including those involved in common project grants – sharing and dissemination of information, collection of data, timely preparation of grant reports and adherence to project deadlines
• Coordination/sourcing of Ethno USA staff, crew, and Artistic Leaders
• Attending the Ethno Committee meetings twice-yearly
• Attending and/or sending Ethno USA organising team members to the Ethno Organisers Annual Training

REQUIREMENTS

• Three-five years of work experience or the vocational equivalent
• Excellent English – both oral (spoken) and written
• Project Management, Grant writing and Reporting
• Strong Organizational Management skills
• Intermediate Graphic Design Skills (Adobe Creative Suite)
• Must be able to start at the latest November 1, 2019

INFO

• The position is full-time and based out of Kansas City within the premises of Folk Alliance International
• The candidate must be willing and able to travel within the USA and abroad several times per year with up to 25% of time dedicated to travel
• JMI is looking for international candidates who are able to work in close coordination with, and report to, the Ethno Global Coordinator at the JMI head office in Brussels, Belgium
• Relocation costs and costs of separate life are not covered by the employer
• An initial 6 months will be given to the selected candidate after which the employee will be evaluated and the contract extended should the employer be satisfied with the work result
• Salary will be commensurate with experience with a range of $35,000 - $50,000 plus benefits
• Other benefits will include monthly allowance for mobile phone expenses and coverage of travel costs
• The contract will run until December 31, 2021, and could be extended should further funding be obtained
APPLICATION PROCESS

- Apply via this online form: https://podio.com/webforms/23453757/1682117
- Applications are open until October 15, 2019. If you do not receive news from us two weeks after you apply, please assume that you have not been selected.
- The selected candidate must be willing and able to start immediately and no later than November 1, 2019.