

Application Guideline

*for Potential Candidates in the Fields of Artistic
Management, Technology, and Journalism*



Human Resources & Development

Nawasena Creative

*Managed under the supervision of the
Artistic and Outreach Programs Department*



Nawasena Creative

ARTISTIC AND OUTREACH PROGRAMS DEPARTMENT
HUMAN RESOURCES & DEVELOPMENT
nawasena@bintangpasifikteknik.com
nawasenacreative.org

A. PREREQUISITES

General guidelines to applying for Nawasena Creative requires the following components.

1. Specialised skill(s) in a **minimum of one of the following fields**, including **all the requirements, or adjustments thereof**.

Field	Requirements
Music (Artistic and Events Management)	<ol style="list-style-type: none">1. Well-versed in events management and artistic management.2. Possessing basic musical knowledge: performance stage procedure, etc.3. A big heart to be of service to the bigger society.
Technology (Web Development and Systems Management)	<ol style="list-style-type: none">1. Ability in operating Wix and JavaScript. *can be substituted with other programming language2. Proficiency in operating and functioning Google Sheets, creating databases, and website maintenance.
Writing (Journalistic and/or Research-based Writing)	<ol style="list-style-type: none">1. Fluency and grammatical accuracy in English speaking and writing.2. Possessing a diverse and growing understanding of musicology, encompassing, but not limited to, the following points:<ol style="list-style-type: none">i) Music historyii) Basic music theoryiii) Compositional styles and periodisationiv) Psychology and the human brain



Nawasena Creative

ARTISTIC AND OUTREACH PROGRAMS DEPARTMENT
HUMAN RESOURCES & DEVELOPMENT
nawasena@bintangpasifikteknik.com
nawasenacreative.org

2. Potential candidates to apply for a position within Nawasena Creative must possess basic organisational skills and experience in leadership positions. The following are the roles that can be given to candidates who pass the application process.

Field	Possible given roles (multiple)
Music (Non-performing)	Artistic Management Staff, Human Resources Staff
Technology	Web Development Staff, Systems Management Staff
Writing	Writer (PLAYGROUND), Journalist (NawaDaily)



Nawasena Creative

ARTISTIC AND OUTREACH PROGRAMS DEPARTMENT
HUMAN RESOURCES & DEVELOPMENT
nawasena@bintangpasifikteknik.com
nawasenacreative.org

B. APPLICATION PROCESS

Important Note:

- The application process for potential candidates is screened through several phases.
- All candidates are required to pass the entirety of the application process before being accepted into Nawasena Creative.
- Candidates will be informed of their application status and progression within the application phases.
- **Attempts on the act of nepotism will result in the disqualification of said potential candidate. Future applications from said candidate will be terminated indefinitely.**
- **All accepted candidates will join the Artistic and Outreach Programs Department and be given a position according to their field of choice.**
- Direct invitations are **only for special cases** in which the Board of Trustees and Artistic Director can deem an individual fit for a certain position without prior examination and/or application. Such cases are only applicable to individuals of recognisable and/or exceptional artistic talent within their field(s). Examples of such cases are that of recognisable individuals who have performed numerous recitals with material of substantial difficulty and musical context, or have participated in various competitions and/or other national or international recognitions.
- The candidates accepted will be positioned in the Artistic and Outreach Programs Department.

Phase I: Online Resume and Skill Certification

The following must be attached in PDF/ .mp4 format in the email

*The email is to be sent under the subject format of Application *Field* *Full Name* *Date of submission* to nawasena@bintangpasifikteknik.com*

- i. A PDF format of a Resume, complete with the following points.
 - a) Biodata: Name, DOB, Current institution (School), Contact information (Email, WhatsApp number, other social media)
 - b) Field: Music/Technology/Writing
*detail specifically, ex: *Music (Artistic Management)*
 - c) Brief biography (no more than 400 words, correlate to the chosen field)
 - d) Past experiences (musical, organisational, *others*)
 - e) Past and current teacher(s), institution(s) studied, years studied
*only for music
 - f) *Other supporting points the candidate may add, at their own discretion*



Nawasena Creative

ARTISTIC AND OUTREACH PROGRAMS DEPARTMENT
HUMAN RESOURCES & DEVELOPMENT
nawasena@bintangpasifikteknik.com
nawasenacreative.org

2. A persuasive essay in PDF format, no longer than 50 words, to be written with the following prompt: *Why?*
*attach said essay at the end of the Resume on a new page. Include a title of your own choosing.
3. Proof of Specialisation to be attached in PDF/.mp4 format. You may include other certifications or proof of achievement.

Field	Attachments/Certification/POS
Music (Artistic and Events Management)	<i><u>No proof of specialisation needed.</u></i>
Technology	<ol style="list-style-type: none">1. Previous projects related to coding (python, javascript, html, etc.)2. Previous work related to digital/web design (poster, etc.)
Writing	<ol style="list-style-type: none">1. An interactive article about a topic of your own choosing (preferably music related) 140-190 words, times new roman, font size 12.2. A short fictional story 200-250 words, times new roman, font size 12.

Phase II: Online Interview and Pre-Examination

Important Note:

- Candidates who have successfully progressed through phase I will be informed via email.
 - Said candidates will then be scheduled for an interview and pre-examination.
 - Prepare at the very least an hour for music candidates, two hours for technology candidates, and two hours for writing candidates.
1. Candidates will do an online interview with an interviewer assigned to them. The online interview will consist of the following. The interview is programmed to last **approximately 10 minutes.**
 - i) Resume review
 - ii) Guided questions
 - iii) Free interview (at the discretion of the interviewer)



Nawasena Creative

ARTISTIC AND OUTREACH PROGRAMS DEPARTMENT
HUMAN RESOURCES & DEVELOPMENT

nawasena@bintangpasifikteknik.com

nawasenacreative.org

2. A pre-examination, related to the field of their choosing will be conducted. Please prepare the following in advance, should you be informed of your progression to phase II.

Field	Equipment/instruments	Materials
Music (Artistic and Events Management)	<i><u>No equipment needed.</u></i>	<ol style="list-style-type: none"> 1. Basic music theory test provided by Nawasena Creative. (verbal) 2. Basic management aptitude test provided by Nawasena Creative. (verbal) 3. A creativity test of creating a short, one-page event proposal in 10 minutes and in less than 400 words. 4. Sight-singing an excerpt of a piece of 21st century pop music. You will be given a minute of listening to a backing track.
Technology	Laptop and related equipment of your choosing.	<ol style="list-style-type: none"> 1. Designing a website using Wix within the time limit given (2 hours). The theme and function of the site will be given 2. Find improvements that can be made to Nawasena's official website (make it in points).
Writing	Laptop and related equipment of your choosing. You may bring along musical literature.	<ol style="list-style-type: none"> 1. Real time short article writing (link provided from us) about the topic given. Time limit will vary. 2. Real time news article writing (link provided from us) using the elements provided. Time limit will vary.



Nawasena Creative

ARTISTIC AND OUTREACH PROGRAMS DEPARTMENT
HUMAN RESOURCES & DEVELOPMENT
nawasena@bintangpasifikteknik.com
nawasenacreative.org

Phase III: Probation

The probation phase lasts for 14 days since the **Letter of Probation** is received by the candidate via email and contacted by the assigned HR accompanist to begin probation. Candidates who pass probation will then be welcomed into Nawasena Creative as a permanent member and will then be placed into the field of their choosing.

The probationary period will include the following.

1. General introduction to Nawasena Creative with the HR accompanist assigned to them.
2. Training at on-site events.
3. Probation at the field of their choosing, under the supervision of the director of the field or a member assigned to them.
4. At the end of the probationary period, a minimum of three verdicts will be submitted to the HR division and a letter of decision will be sent to the candidate at the very maximum of 48 hours after the end of the probationary period.

Thus we convey this application guideline for future applicants and chosen candidates. If you have any inquiries and/or special talents that you feel to be urgently noticed, feel free to contact me at johanneswilliamwijaya@gmail.com. We wish you the very best of luck, and hope to see you as part of Nawasena Creative's Artistic and Outreach Programs Department. Break a leg!

Signed on the 8th of May 2023.

Artistic Director,



William Wijaya