



## JOB DESCRIPTION: Cambodian Living Arts Grants Program Coordinator

### PART A: General Information

<b>Position title:</b>	Grants Program Coordinator
<b>Place:</b>	Phnom Penh
<b>Responsible to:</b>	Director of Programs
<b>Assisted by:</b>	Production Coordinator Communication team Finance and Operations
<b>Contract type:</b>	Undetermined duration Contract (UDC)

### PART B: About Cambodian Living Arts

Cambodian Living Arts

[www.cambodianlivingarts.org](http://www.cambodianlivingarts.org)

- We were founded in 1998 by genocide survivor and musician Arn CHORN-POND. For a decade, we focused on endangered performing art forms and rituals. As 90% of Cambodia's artists did not survive the Khmer Rouge regime, Cambodia's artistic heritage was in danger of being lost forever.
- Over the last 20 years, both Cambodia and the arts scene have developed rapidly and we have involved our work to match. We have focused on helping talented people to build and develop careers in the arts, through scholarships, fellowships, and support to troupes and individuals.
- Looking forward, we aim to promote creativity and innovation in the arts sector, and to build links with our neighbors in the Greater Mekong region and further afield in Asia. We are also working to get more arts and culture education into Cambodian public schools, and to increase performance opportunities for Cambodian artists.

Cambodian Living Arts is part of Living Arts International, which is an international NGO that believes arts are at the heart of a vital society. CLA has a sister organization, Mekong Cultural Hub, [www.mekongculturalhub.org](http://www.mekongculturalhub.org)

## **PART C: Position overview**

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Since 2017, CLA has been providing small grants to artists, arts administrators and arts students. We have different types of grants available, including small grants for projects (Dam Dos Project Grant), funding for travel and networking (Mobility Grant), and new creation grants (where we fund artists to create new art work e.g. a performance or an exhibition). We also give funding to artists and students through our Arn Chorn Pond Living Arts Scholarship Program.

In late 2021/ early 2022, CLA is launching some new grants. So far, most of our grants have been targeted at individual artists, who are at the start of their career or even still studying, and the funding allows them to create their first professional work, or to complete a small project. In the next phase, we will introduce some new types of grants that aim to support the arts community in different ways. One of these grants will be a Springboard Mentorship Grant, which aims to support mid-career artists to advance their artistic practice through the lens of mentorship. Another is a pilot called "Thrive Grant program", which is designed to offer core funding support to informal groups working in the arts, who would like to develop their project or their team to become more sustainable in the long-term.

As a Grants Program Coordinator, he/she will play a pivotal role in coordinating the grants program of our organization, encompassing the Dam Dos Project Grant, Mobility Grant, Thrive Grant Program, and Springboard Mentorship Program. This includes but is not limited to all the aspects of the grant application and award processes, ensuring compliance with CLA Bursaries and Awards Management Manual, and providing support to grants applicants and awardees. He/she will be the central person to share advice and/or inputs for ensuring consistency and quality across our different grant-making activities by other team members as well as to work collaboratively with cross-departments including Communication, Finance, and Operations.

## **PART D: Responsibilities/ Deliverables**

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### **Grants Implementation, Coordination, and Support**

- Coordinate timely execution of all grants program, aiming to achieve desirable outcomes, with support from the Director of Programs, following CLA Bursaries and Awards Management Manual
- Implement the grant application and selection process to ensure fairness, transparency, and compliance
- Recommend updates to grant guidelines and policies in the manual as necessary
- Prepare award documentation and contracts for grant awardees
- Implement grant reporting and evaluation processes to assess the effectiveness of grants and track project outcomes

- Follow up with grantees to track progress (e.g., regular check-ins, site visits, and evaluations) and provide ongoing support to grantees, including potential training, in collaboration with the Learning and Development Program Manager
- Ensure accurate, up-to-date, and well-organized grant data and documentation in CLA database and compliance with reporting requirements
- Closely monitor grant-related expenses and ensure compliance with budgetary constraints and grant agreements, collaborating closely with the Finance Department.

### **Outreach and Promotion**

- Work with Communication Department to proactively implement the plan including identifying the target participants and/or communities, especially those who have had little or no access to these opportunities before
- Provide necessary information to the Communication Department for effective communication about all grant opportunities
- Be responsible for executing the outreach plan promptly and efficiently, including conducting on-site and online information sharing sessions and handling all administrative aspects.

### **Stakeholder Engagement**

- Maintain strong relationships with grantees, community partners, and the Artistic Advisory Committee (a panel of senior cultural practitioners who provide artistic inputs for CLA grants, currently applicable for Springboard Mentorship Grant)
- Collaborate with internal teams to ensure grant programs align with organizational goals and priorities. This includes but is not limited to the Annual Amatak Award.

### **General**

- Follow and respect CLA core values and code of ethics
- Support other colleagues / management at CLA with work related to grant-making and commissioning
- Be a resource and support to artists and cultural leaders seeking funding and professional development opportunities
- Participate in regular CLA meetings and contribute to CLA's strategic development
- Follow CLA processes and procedures
- Represent CLA at various events

## **PART E: Required skills and experience**

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### **Essential**

- 3+ years' experience in program coordination role
- Excellent communication skills, i.e., able to work with Advisors and emerging artists, both in Cambodia and internationally

- Exceptional organizational skills and attention to details
- Strong planning, time management and budgeting skills
- Critical, creative thinking and problem-solving skills
- Ability to work collaboratively in a diverse team and independently when necessary.
- Fluent in Khmer and English (incl. reading and writing)
- On-site travels

#### Desirable

- Previous experience in the arts sector
- knowledge of arts and cultural organizations
- Previous experience in grant-making

#### **PART F: Salary and benefits**

<b>Starting salary:</b>	\$750-\$1,200 NET per month
<b>Probation period:</b>	3 months
<b>Contract term:</b>	Undetermined Duration Contract (UDC)
<b>Leave entitlement:</b>	18 days personal leave per annum
<b>Other benefits:</b>	NSSF, Pension Contribution

#### **PART G: How to apply**

To apply please send a one-page cover letter explaining why you want this job and why you are a good candidate, plus your resume max.3 pages, including 2 references, to [admin@cambodianlivingarts.org](mailto:admin@cambodianlivingarts.org). Receipt of the submissions will be acknowledged through an email. Only shortlisted candidates will be contacted for an interview. Please include "Grants Program Coordinator Application" in the subject line. **Application deadline is November 7, 2023, 6pm.**

If possible, we will conduct interviews during 13<sup>th</sup> and/or 14<sup>th</sup> November, 2023.