



JOB DESCRIPTION: Cambodian Living Arts Arn Chorn Pond Living Arts Scholarship Program Coordinator (Part-time)

PART A: General Information

Position title:	Arn Chorn Pond Living Arts Scholarship Program Coordinator
Place:	Phnom Penh
Responsible to:	CLA Director
Assisted by:	Program Team Communication team Finance and Operations
Contract type:	Fixed Duration Service Contract till September 30, 2027 (with likely extension subject to organization's needs)
Hours:	Part-Time (average 2 days/week, with flexible scheduling depending on seasonal workload)

PART B: About Cambodian Living Arts

Cambodian Living Arts
www.cambodianlivingarts.org

Cambodian Living Arts' mission is to be a catalyst in a vibrant arts sector, inspiring new generations. Our strategic priorities for 2026-2030 are:

1. To strengthen the quality of contemporary Cambodian arts development
2. To build the capacity of individual artists, cultural practitioners, and grassroots cultural organizations, and contribute to their operational sustainability.
3. To amplify artists' voices especially through digital technologies, focusing on Cambodian audiences
4. To foster regional and international collaborations to strengthen the capacity of the arts sector in Cambodia.

CLA supports artists and organizations across all art forms, with a focus on strengthening and developing the broader arts sector. CLA also provides management and administrative support to selected emerging arts organizations, helping facilitate their programmatic and organizational development during agreed timelines (this is known as “fiscal sponsorship”).

Our core programs include: Grants to artists (e.g. to create new work or to do community projects or to travel abroad for professional networking), scholarships to people developing their careers in the arts, and organizing performances and events in rural areas so that more people get the chance to experience both traditional and contemporary Cambodian arts. We organize the Amatak Awards annually to celebrate all the grantees and scholarship students we collaborate with.

We are currently part of an EU-funded project on CIVIC LABOUR, in which we will be facilitating training programs to help artists and civil society workers collaborate with each other, and in late 2026 we will be co-organizing an international arts conference in Siem Reap. There will be other projects added during the year.

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

PART C: Position overview

With CLA's 2026–2030 strategic priorities, especially Priority #1, the Arn Chorn Pond Living Arts Scholarship aims to support artists and creative practitioners and strengthen Cambodia's contemporary arts scene.

Every year, CLA supports 20-25 people with scholarships, which include financial support (\$1,500) to help them with their studies related to their career development in the arts, plus an Enrichment Program, of training, networking and project activities. The Enrichment Program is curated and coordinated by CLA, in collaboration with external trainers and arts partners.

The Scholarship Program Coordinator is responsible for the overall effective management of the program, including building a strong scholarship community, supporting and mentoring scholarship recipients needed, and ensuring that the Enrichment program is relevant, engaging and fully-participated in by the recipients. We plan to review and update the Enrichment Program during 2026, with a refreshed version ready to activate when the new scholarship cohort starts in October 2026. The Scholarship Program Coordinator will play a lead role in this refresh, which may involve building partnerships with trainers, creative practitioners, and other stakeholders.

The Scholarship Program Coordinator represents the scholarship program at public events, which is helping to create a strong and supportive arts ecosystem in Cambodia.

PART D: Responsibilities

- Oversee and support current scholarship students, including monthly 30-minute check-ins with each student, ad hoc problem-solving, and review of their progress
- Actively contribute to maintaining a lively alumni community of scholarship students, for example by sharing events and opportunities to the scholarship Facebook group
- Support the open call and selection process for new scholarship students (March – August 2026), which may include reviewing open call documents, supporting promotion, reviewing shortlisted applications, and attending interviews
- Coordinate the delivery of the 2026 Enrichment Program (typically held on weekends). The coordinator is required to be present at every training session, which includes:
 - Year 1: Seven monthly full-day sessions on Personal Development.
 - Year 2: Six-day sessions (usually half-day training plus half-day art and cultural activities such as exhibitions or performances) on Arts for Transformation and Community Buildings
 - Year 3: Monthly three-full-day sessions on Arts and Social Participation
 - Year 4: Two sessions on Foundations of Project Management and Implementation, with ongoing mentoring until project implementation.
- Work with the CLA Director to identify and develop changes to the Enrichment Program to be implemented from October 2026
- Implement agreed changes to the Enrichment Program
- Manage partnerships with trainers, creative practitioners, and other stakeholders involved in the scholarship program, especially the Enrichment Program
- Monitor and evaluate the program, including ensuring survey data is gathered, to ensure quality and impact.
- Support with promotion, reporting and proposal writing related to the program as reasonably requested by the CLA Director
- Represent the Scholarship Program at public events, seminars, and workshops from time to time

General

- Follow and respect CLA core values and code of ethics
- Be a resource and support to artists and cultural leaders, internal team and partners.
- Participate in CLA meetings from time to time and contribute to CLA's strategic development
- Follow CLA processes and procedures

PART F: Required skills and experience

Essential

- Cambodian national
- Degree in any discipline
- Demonstrated strong experience in supporting learners
- Minimum 3 years of project management experience, including design, planning, and implementation
- Excellent communication skills with stakeholders
- Good time and budget management
- Critical and creative thinker with strong problem-solving ability
- Ability to work both independently and collaboratively
- Fluent in Khmer (reading and writing) with the ability to communicate in English

Desirable

- Caring and supportive, with a commitment to nurturing others' growth. We currently have an online scholarship community of over 100 members who require ongoing care and, thoughtful engagement.

PART F: Service Fee and Terms

Annual service fee:	\$4,800 USD Net
Probation period:	3 months
Contract term:	Fixed Duration Service Contract (FDC) till September 30, 2027
Starting date:	Expected January 5, 2026, with earlier onboarding preferred

PART G: How to apply

To apply, please send a cover letter of no more than two pages in Khmer or English, explaining why you want this job and why you are a strong candidate, along with your resume (maximum three pages), including two references, to admin@cambodianlivingarts.org. Receipt of submissions will be acknowledged via email. Only shortlisted candidates will be contacted for an interview. Please include "Scholarship Senior Coordinator Application" in the subject line.

Application deadline is December 18, 2025, by 6pm.

If possible, we will conduct interviews during 23rd and/or 24th December, 2025.