



JOB DESCRIPTION: Cambodian Living Arts Project Coordinator

PART A: General Information

Position title:	Project Coordinator (Full-Time)
Place:	Phnom Penh
Responsible to:	CLA Director
Assisted by:	Program Team Communication team Finance and Operations
Contract type:	1-Year Fixed Duration Contract (with likely extension subject to organization's needs)

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:

- To strengthen the quality of contemporary Cambodian arts development
- To build the capacity of individual artists, cultural practitioners, and grassroots cultural organizations, and contribute to their operational sustainability.
- To amplify artists' voices especially through digital technologies, focusing on Cambodian audiences
- 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

The Project Coordinator is a new role within the CLA team and will have a flexible portfolio depending on the activity workplan. Current projects they will be specifically assigned to include, but are not limited to, supporting organizations receiving fiscal sponsorship from CLA with project management and coordination, and the EU-funded CIVIC LABOUR project. They may also assist the Scholarship Program Manager, Grants Coordinator or Community Arts Outreach Coordinator with core programs, particularly during grant and scholarship selection periods or major events. Otherwise, they will handle coordination tasks for one-off or ad hoc activities, such as hosting visitors, arranging workshops and meetings, or supporting the coordination of trainings.

For this reason, we are looking for someone with strong organizational and administrative skills, who can manage multiple tasks, communicate clearly, and adapt to a changing workload. The ideal candidate enjoys supporting others, takes initiative in solving problems, and can work independently as well as in a diverse team. This role suits someone with experience in coordinating projects, organizing events or workshops, and managing schedules and logistics, and who is motivated to work in an arts environment alongside artists and creative practitioners.

PART D: Responsibilities

- Support colleagues with the planning and implementation of core programs and multi-year projects at CLA, as assigned by the CLA Director, helping ensure activities stay on track and meet objectives.
- Help with project documentation, reporting, and evaluations to support learning and future planning.
- Lead the implementation of short-term projects assigned by the CLA Director (for example events, workshops and trainings)

- Implement project plans, timelines, and budgets for current and new initiatives.
- Track progress, flag potential challenges, and suggest solutions to help projects run smoothly.
- Coordinate with internal teams, partners, and stakeholders to facilitate effective collaboration
- Provide guidance and practical support to organisations CLA is fiscally sponsoring, in order to strengthen partners' project management,
- Support communication and coordination between CLA and sponsored organizations to ensure shared understanding and effective collaboration.
- Other tasks as reasonably requested by CLA Director

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 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

Essential

- Cambodian national
- 3+ years' experience in project coordination and/or management
- Excellent communication skills, able to work with stakeholders both in Cambodia and internationally
- Good organizational skills and attention to details
- Good 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 when required

Desirable

- Previous experience in the arts sector

PART F: Salary and benefits

Starting salary:	\$530-\$850 NET per month
Probation period:	3 months
Contract term:	Fixed Duration Contract (FDC)
Leave entitlement:	18 days personal leave per annum

Other benefits:	NSSF, Pension Contribution, Severance
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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 "Project Coordinator Application" in the subject line.

The successful candidate is expected to start on January 2, 2026, although an earlier onboarding is preferred.

Application deadline is December 14, 2025, by 6pm.

If possible, we will conduct interviews during 17th and/or 18th December, 2025.