



## Assistant for Culture & Arts Centre

<b>Position title:</b>	Assistant for Culture and Arts Centre
<b>Place:</b>	Culture and Arts Center at Sisowath High School, Phnom Penh, Cambodia
<b>Responsible to:</b>	Office Coordinator
<b>Assisted by:</b>	Culture and Arts Education Coordinator
<b>Starting salary:</b>	150 – 250 USD per month (net) – Level 2
<b>Probation period:</b>	3 months
<b>Leave entitlement:</b>	18 days per year
<b>Closing Date:</b>	18 January 2018
<b>Send application to:</b>	Please send your CV to: <a href="mailto:veasna@cambodianlivingarts.org">veasna@cambodianlivingarts.org</a> or #128Gg, Street Sothearos, Chomkarmorn, Phnom Penh
<b>Working Hours</b>	Morning: 7.30am-12.30am Afternoon: 1.30pm-6.30pm One day off per week, weekend work required

### Responsibilities

#### Security:

- Manage security and ensure cleanliness surrounding the building of Culture and Arts Center.
- Manage safety of the building (locking the gate, closing doors/windows, locking office...)
- Assisting and putting the room in order for the weekend arts clubs (Saturday and Sunday)
- Manage parking for staff and guests

#### Guest reception:

- Receiving and greeting guests
- Manage registration / guest list book
- Manage student registration list during events

#### General task:

- Preparing the classroom for different activities (artist talk, film screening, workshop...)
- Assisting when needed during live performances
- Assisting in delivering letters when necessary
- Assisting office work and various tasks as requested by managers

### Required skills and experience

- Read and write Khmer well. Ability to communicate in English is as advantage
- Good hospitality and friendly attitude
- Honesty, cheerfulness, and strong work ethic
- Punctuality
- High ethical standards, understanding of child protection policy
- Interest in culture and arts essential

**For more information about CLA please go to: [www.cambodianlivingarts.org](http://www.cambodianlivingarts.org) or call 017 51 59 85/016 79 48 00**