



## JOB DESCRIPTION: Project Coordinator

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### PART A: General Information

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<b>Position title:</b>	Project Coordinator
<b>Place:</b>	Heritage Hub, Wat Bo, Siem Reap, Cambodia
<b>Responsible to:</b>	Heritage Hub Manager
<b>Assisted by:</b>	Office Coordinator, Comms & Events Coordinator, the Programs Team

### PART B: About Cambodian Living Arts (CLA) and its Heritage Hub

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We believe arts are at the heart of a vital society. We envision the arts and cultural expression as essential to a thriving future for Cambodia.

Cambodian Living Arts' mission is to be a catalyst in a vibrant arts sector, inspiring new generations

Our strategic goals for the period 2017-2021 are to:

- Enable artists and cultural leaders by providing training, funding and resources
- Integrate arts and culture into the life experiences of young people
- Expand audiences and markets for Cambodian performing arts
- Facilitate beneficial connections and collaboration between arts communities in Cambodia and Asia

Our ongoing aims are to:

- Lead major artistic initiatives that support the development of the Cambodian arts sector
- Facilitate international and regional exchange and promotion
- Support the continuity of Cambodia's artistic heritage

**Heritage Hub is a branch of CLA located in Siem Reap. It supports CLA's wider mission; to be a catalyst in a vibrant arts sector, inspiring new generations. The mission of Heritage Hub is to strengthen *living arts and culture* to bring *cultural, creative* and *economic value* to Cambodia, especially *Siem Reap*.**

The strategic goals of Heritage Hub:

1. **Make Siem Reap known in Cambodia and the region as a center for people who want to connect with Cambodia's living heritage.**
2. **Ensure Cambodian artists in Siem Reap have the skills and opportunities they need to earn a sustainable living using their art skills.**
3. **Increase knowledge about Cambodia's living heritage by providing training, funding, resources and networks to researchers, especially emerging Cambodian researchers.**
4. **Increase mutual understanding between people and awareness of shared culture by facilitating artistic exchange and dialogue within Asia, especially the Mekong Region.**
5. **Keep the living arts relevant to Cambodia today, by encouraging creativity among traditional artists.**



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## **PART C: Position overview**

The Project Coordinator is responsible for supporting projects and activities of CLA's Heritage Hub in Siem Reap. These include workshops, trainings, performances, conferences, cultural delegations, family/school trips, and scholarships. Activities take place both in Cambodia and occasionally overseas, and we work with artists, arts administrators and supporters of arts from both Cambodia and other countries.

The work of the Project Coordinator could range from scheduling artists, coordinating visa applications, helping with logistics and registrations for events, to advancing and reconciling expenses, translating text and finding information for reports.

The goal of our projects, activities and performances is to support Cambodia's artistic heritage and to encourage creativity, to give artists and administrators opportunities to develop new skills and experiences, and to build strong human resources and audiences for arts in Cambodia.

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## **PART D: Responsibilities**

### **Communicating with artists/arts communities/clients/partners**

- Managing schedules of artists who are involved in the Heritage Hub's events and activities such as workshops, demonstrations, living arts experiences, etc.
- Keeping participants/artists/clients/partners reminded of the schedule for events/activities
- Keeping friendly and professional relationships with artists, clients, and partners
- Supporting CLA's program teams in organizing or hosting events and activities as needed.

### **Logistics**

- Preparing documents for events (e.g. agenda, handouts, registration lists) and making sure we have enough copies
- Supporting events and activities logistics such as booking rooms, ensuring snacks and water are available, organizing directions and signs etc.

### **Administration**

- Keeping clear records of key contact information and details of participants in different events and workshops
- Helping to provide information for reports and evaluations
- Coordinating and processing payments for different activities
- Working with the Communications team to coordinate printings and production of different programs' materials
- Drafting documents such as written agreements, contracts, and preparing letters
- Helping with written and spoken translation as and when needed
- Manage giving out and collecting back application forms (e.g. for scholarship and fellowship programs)

### **Finance and Operations**

- Managing the petty cash of the Heritage Hub
- Overseeing office facilities to ensure a smooth running and pleasant office environment with all appropriate maintenance
- Managing office supplies
- Answering the telephone, taking messages and dealing with general queries



### General

- Attending at regular team meetings and all staff retreats
- Keeping well informed about the programs and strategy and sharing ideas for improvement to the team
- Following CLA's internal policies and procedures
- Being a good ambassador for the arts and a good supporter of the arts community

### PART E: Required skills and experience

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- Some experience of administration and office work
- Organised and very good attention to detail
- Flexible and able to work quickly and independently
- Friendly communicator and able to find solutions
- Fluent written and spoken Khmer
- Good level of written and spoken English
- Interest in arts essential, experience in culture or arts desirable

This is a good position for someone who is interested in working in an arts environment and wants to build their skills in administrating and coordinating projects in the arts sector.

### PART F: Salary and benefits

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<b>Starting salary:</b>	\$300-\$450 per month (net)
<b>Salary review:</b>	Annually in October
<b>Probation period:</b>	3 months
<b>Leave entitlement:</b>	18 days per annum

### PART G: Application instructions

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To apply, please send a resume and a cover letter explaining your interest and suitability for the position, to [info@cambodianlivingarts.org](mailto:info@cambodianlivingarts.org)

Deadline: January 31<sup>st</sup> 2018