

JOB DESCRIPTION: Program Coordinator

PART A: General Information

Position title:	Program Coordinator
Place:	Phnom Penh, Cambodia
Responsible to:	Program Manager, Arts Development
Assisted by:	Program Admin, Comms & Events Coordinator

PART B: About Cambodian Living Arts (CLA)

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

PART C: Position overview

The Program Coordinator is responsible for supporting projects and activities of CLA's Arts Development program. These include performances, festivals, commissions, exchanges, workshops, grant managements and conferences. Activities take place 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 a program coordinator includes initiating, planning and coordinating yearly and day-to-day operational and administrative activities. Duties typically include production management (performance and festival, commissioning...etc.), administration, budget management and control, program implementation and administration, internal and external operational/administrative liaison, program marketing, and reporting.

The goal of the projects, activities and performances in these programs is to encourage expression and creativity, give artists and administrators opportunities to develop new skills and experiences, and build strong human resources and audiences for arts in Cambodia.

PART D: Responsibilities

Production Management

- Plan, schedule and prepare production order details
- Manage rehearsing schedule with artists
- Organize, supervise and facilitate performance and festival, commissioning, trainings (including artistic exchange, residency and workshops), meetings, conferences or events
- Coordinates logistics, scheduling and participant communications.
- Liaison and work collaboratively with artists, stage and sound and light tea
- Prepare contract with artists and other stakeholders

Audience Development and Promotion of the Arts

- Work with partners, e.g. youth groups to deliver art programs
- Initiate, create outreach and marketing strategies for the season of shows, to develop and engage young audiences in PP
- Represent the program in the range of activities designed (at events or with press) to spread information about the grant/show/conference/events
- Assist CLA's communication and events team in preparing, and planning the design and publication of program materials
- Gather information about who our audience are, their perception about the show...etc., and produce simple reports
- Evaluate the effectiveness of all marketing and audience development activities

Grant Management

- Manage project based grants (artistic projects)
- Maintain good relationship with grantees
- Grantee compliance oversight
- Post-award assessments and evaluations and follow-up
- Maintain a grant tracking database that includes, (i) original technical and financial proposal; (ii) signed grant agreement with approved budget; and (iii) timeframe and periodicity of reporting

General

- Contribute ideas to program planning
- Attendance at regular team meetings and all staff retreats
- Keep well informed about the program and strategy and sharing ideas for improvement to the team
- Follow CLA's internal policies and procedures
- Be a good ambassador for the arts and a good supporter of the arts community
- Provide translation if needed
- Perform miscellaneous job-related duties as assigned

PART E: Required skills and experience

- Interest and awareness of arts and culture in Cambodia
- Proven experience as program coordinator or similar position (ideally in the arts field but not essential)
- Ability to work on multiple projects at the same time, whilst maintaining accuracy and attention to detail when working to deadlines
- Flexible and able to work quickly and independently
- Friendly communicator and be solution-oriented
- Fluent in written and spoken Khmer, and good written and spoken English
- Ability to work with diversity and multi-disciplinary teams, ideally has some experience of working with artists
- Excellent time-management and organizational skills
- Able to travel if work requires

This is a good position for someone who is passionate about working in the arts and culture sector and wants to make contribution to the development of Cambodian arts scene and Cambodia through the arts.

PART F: Salary and benefits

Starting salary:	400\$-700\$ per month (net)
Salary review:	Annually in October
Probation period:	3 months
Leave entitlement:	18 days per annum

PART G: Application instructions

Candidate who is interested in this position can send your CV to email info@cambodianlivingarts.org before the **deadline: Mar 18, 2018 by 5pm**. Only shortlisted candidate will be contacted for interview. More info, please contact (+855) 17 557 285, located at #128-G9, Sothearos Blvd, Phnom Penh.