



**JOB DESCRIPTION:
ASSISTANT FOR CULTURE & ARTS CENTER**

PART A: General Information

Position title:	Assistant for Culture and Arts Centre
Place:	Culture and Arts Center at Sisowath High School, Phnom Penh, Cambodia
Responsible to:	Culture and Arts Education 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

Cambodian Living Arts is implementing a five-year pilot program to set up an effective model for integrating culture and arts education into public schools. This project is set up in partnership with Ministry of Education Youth & Sport (MOEYS), Ministry of Culture & Fine Arts (MOCFA) and UNESCO.

The Sisowath Culture and Arts Center aims to develop a model for creative arts education activities to engage students from nearby schools and the surrounding community, giving accessibility to the arts programs and promote appreciation and value for culture and arts.

The Assistant for Culture and Arts Centre is expected to ensure the Culture & Arts Center is safe, clean and well taken care of. The Assistant's duties will include making sure everything is set up for the weekend arts clubs (Saturday and Sunday), helping to receive and greet guests (including students, artists and teachers) who are coming to the culture and arts center, whether for classes, talks, information or other events.

PART D: Responsibilities

Facilities:

- Ensure the center and surrounding area is clean, safe and welcoming for students
- Manage the building (locking the gate, closing doors/windows, locking office...)
- Ensure that Cambodian Living Arts' Child Protection Policy is implemented at all times

Arts Programs:

- Making sure everything is set up for the weekend arts clubs (Saturday and Sunday)
- Preparing classrooms for different activities (artist talk, film screening, workshop...)
- Manage student register list during events
- Assisting when needed during live performances

General tasks:

- Manage parking for staff and guests
- Receiving and greeting guests who are coming to the culture and arts center
- Manage registry quest list book
- Assisting in courier and letter when necessary
- Assisting office work and other administration and logistics tasks requested by managers

PART E: Required skills and experience

- Experience in general support task and administrative duty
- Experience in hospitality with friendly attitude and working with children
- Read and write Khmer well. Ability to communicate in English is an advantage
- Punctuality, cheerfulness, and strong work ethic
- High ethical standards, understanding of principles of child protection
- Interest in culture and arts essential

PART F: Salary and benefits

Starting salary:	150 – 250 USD per month (net) – Level 2
Probation period:	3 months
Leave entitlement:	18 days per annum
Working schedule	5 days per week (will include working on Saturday and Sunday. Days off will be between Monday and Friday) Normal working hours: 8am – 12pm, 2pm – 5.30pm Sometimes you might need to work late or early if there is a special program.

PART G: Application instructions

To apply, please send a resume and a cover letter explaining your interest and suitability for the position, to info@cambodianlivingarts.org

Or mail to Cambodian Living Arts office:
#128Gg, Sothearos Blvd., Tonle Bassac, Chamkarmorn, Phnom Penh.

Deadline: January 31st 2019.

NOTE: The successful candidate will be required to provide a police clearance certificate, to confirm no criminal record relating to crimes against children.