

## JOB DESCRIPTION: Extra-Curricular Program Coordinator

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### PART A: General Information

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<b>Position title:</b>	Extra Curricular Program Coordinator
<b>Place:</b>	Phnom Penh, Cambodia (travel to provinces required)
<b>Responsible to:</b>	Program Manager
<b>Assisted by:</b>	Arts Education Consultant, Arts Education Policy Representative

**NOTE RE WORKING HOURS:** This is a full time position, working 5 days per week, which must include Saturday and Sunday.

### PART B: Background

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Cambodian Living Arts is working on a five year program in collaboration with Ministry of Education, Youth and Sports, Ministry of Culture and UNESCO, to test a model of effectively implementing creative arts education in schools across Cambodia.

### PART C: Position overview

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The Extra Curricular Program Coordinator focuses on an important element of our pilot project, which is offering students a chance to experience arts and culture outside of the curriculum. This includes various activities, for example: arts clubs, workshops, performance, artist talks and film screenings.

The job of the Extra Curricular Program Coordinator is to take the lead on coordinating all these activities within the Culture & Arts Center at Lycee Sisowath. This involves working with artists, students, families and school administrators to ensure there is a creative and engaging program, which fits into the other activities going on around the Lycee Sisowath campus. The Coordinator has an important role to make students feel welcome at the center and excited to join activities.

CLA is also collaborating with other partners to offer extra curricular arts activities, and the Coordinator will be an important contact with them to share experience, help to evaluate and to gather resources to make tool kits that other centers could use in the future.

Arts Education is a new field in Cambodia, so we are looking for someone with passion for exploring this new area, and the flexibility and adaptability to work on a project where we are taking an experimental approach.

### PART D: Responsibilities

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#### Culture and Arts Center at Sisowath

- o Planning, programming and executing extra-curricular activities (weekend clubs, and other workshops for students)
- o Documenting and archiving materials (e.g. syllabus created by the club instructor) and use to create toolkit running extra curricular arts activities



- o Develop process for supporting and running productive and enjoyable extra-curricular arts activities
- o Design the development of club program and accompanying resources and supervising project monitoring
- o Coordinating and facilitating arts programming (e.g. exhibitions, performances and events)

**Partners and networks**

- o Coordinate with partners running extra curricular activities in other provinces (e.g. Siem Reap & Banteay Meanchey)
- o Coordinate culture and arts programs between the NGO partners involved in the program
- o Share resources and teaching toolkits to partner centers and help center team to keep developing the resources and practice
- o Keep good relationships with different partners we work with on the project

**Monitoring and evaluation**

- o Designing and preparing evaluation for the clubs and extra curricular activities
- o Collect and review evaluation data
- o Work with independent evaluator, if needed
- o Write monitoring reports and work with Program Manager to analyse results

**General:**

- o Designing and preparing material for programs according to the work plan
- o Managing project administration (e.g. record keeping and finance reconciliation)
- o Attendance at regular team meetings and all staff retreats
- o Contributing ideas for the ongoing development and improvement of the program
- o Participating in and supporting other CLA programs and strategies
- o Following CLA's internal policies and procedures.

**PART E: Required skills and experience**

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- Experience with leading clubs or similar group activities with young people
- Good office skills and able to use different computer programs (word, excel, etc) to coordinate work
- Thorough, organized and systematic with record keeping and documentation
- Some experience with monitoring and evaluating activities or projects
- Good at bringing people together, and able to work with different kinds of people (example
- Sense of creativity and wants to try new things and come up with new ideas
- Experience with arts and culture essential (personal or professional ok)
- Fluent Khmer, working English (for some internal meetings and email)

**PART F: Salary and benefits**

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<b>Starting salary:</b>	\$300-450
<b>Salary review:</b>	Annually in September
<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: March 31<sup>st</sup> 2019