



JOB DESCRIPTION:
Senior Program Coordinator
Culture & Arts Education in Public Schools

General Information

Position title:	Senior Program Coordinator, Culture & Arts Education in Public Schools
Place:	Phnom Penh, Cambodia
Responsible to:	Program Manager
Assisted by:	Program Coordinator

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

PART B: Background

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

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 Senior 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 Senior Program 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 Senior Program 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

Development and implementation:

- o Implementing and overseeing annual work plan and budget
- o Coordinate the Program Team to implement the project
- o Follow up program implementation with partners

Culture and Arts Center Level:

- o Check the monthly goal weekly plan
- o Supervise the orientation and training of artists-instructors and sourcing artists-instructors and partnerships



- Overseeing the use of spaces and facilities within the center
- Managing, monitoring and evaluating service providers to meet program goals (e.g. trainers, subcontractors etc.)
- Evaluating program activities, approaches and adjusting implementation strategies
- Manage and coordinate
- Assisting the creation and research of the creative resource library
- Assisting the planning development for Cultural and Arts Center of Sisowath / Extra-curricular
- Assisting the process for supporting cluster centers to run productive and enjoyable extra-curricular
- Assisting designing a strategy for activating cluster centers within the project period
- Evaluating program activities and approaches and adjusting implementation strategies

General:

- Attendance at regular team meetings and all staff retreats
- Contributing ideas for the ongoing development and improvement of the program
- Participating in and supporting other CLA programs and strategies
- Following CLA's internal policies and procedures.

PART E: Required skills and experience

- Experience working in public schools
- Effective manager, able to assign and oversee clear workplans for team and follow up on actions
- Flexible to adapt the plan to the real conditions
- Interest in arts and culture essential; experience of working (professionally or personally) with arts is an advantage
- Travel to province is an essential part of this role
- Experience of creative curriculum development an advantage
- Fluent Khmer and working English (written and spoken) required

PART F: Salary and benefits

Starting salary:	\$ 650-1200\$
Salary review:	Annually in September
Probation period:	3 months
Leave entitlement:	18 days per annum

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

Deadline: March 31st 2019