



CAMBODIAN
LIVING ARTS

**JOB DESCRIPTION: Communication and event Coordinator
(Short term contract)**

PART A: General Information

Position title:	Communication and event Coordinator to the REPfest
Place:	Siem Reap, Cambodia (with occasional travel to Phnom Penh)
Responsible to:	Festival Manager
Working Duration:	24 June -23 September 2019

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

We run four main programs: Arts Development, Culture & Arts Education, CLA Enterprise and Knowledge, Networks & Policy.

PART C: About REPfest

REPfest New Traditional Music Festival, is a platform to present new creative music from traditional forms of the Mekong region organized by Cambodian Living Arts' Heritage Hub – a centre based in Siem Reap with the mission to promote and strengthen the living heritage of Cambodia, especially Siem Reap.

The aims of the REPfest are to:

- Enhance the understanding and networking between Cambodian artists and international artists, especially within the region and from where that has similar context.
- Enable the traditional artists to develop their work creatively and share it with audience
- Develop performing arts audience by interaction between artists and audience

In October 2017, the Heritage Hub staged the first edition of REPfest, which last three days and brought musicians from five Mekong and Asian countries to Siem Reap. The musicians shared experiences and cultures through public workshops, artistic exchange, arts forum, and performances at three different intimate venues.

The success of 1st REPfest inspired the Heritage Hub to continue the festival biennially. In September 2019, Heritage Hub is organizing the 2nd edition of the REPfest which will be held in Siem Reap at three different venues. From 3rd to 5th September, there will be exchanges only for the participating artists and from 6th to 8th September the public program such as workshops, arts forum, and performances.

PART D: Position overview

As Communication and event Coordinator to the REPfest will work based in Siem Reap full time from Monday to Friday, 8am to 12pm and 2pm to 5:30pm starting from 24 June to 23 September 2019. During period of the festival from 6th to 8th of September, it requests full time presence. The job also requires some travel to Phnom Penh mainly end of June. Under the consultation with the Festival Manager, the job is to promote the events productions, develop and coordinating promotional materials, and to be the liaison for communication with press and media.

Event Promotion

- Work with Communication team to implement the plan (work plan and budget) of promotional campaigns through social media and printed materials to generate public interest in the events.
- Be a photographer/videographer and/or liaise with photographers and videographers (if applicable) before events and oversee their activities during the events.
- Set-up the decoration and onsite promotional campaign at the venues to create festival feeling/atmosphere according to the designed layout.

Developing and coordinating promotional materials

- Design (or work with external designer) to create promotional materials such as invitations, flyers, posters, program booklets, banners, T-shirt or X-stand, etc. according to the approved plan
- Supervise printing process to make sure it's ready on time.
- Coordinate distribution of all promotional materials

Communication

- Create contents for social media networks and update website in both English and Khmer
- Communicate with press to ensure we receives accurate and engaging coverage in both Khmer and English
- Invite press both, local and international, to the events to make sure their presence at the events
- Coordinate with press during the event including arranging the press pack and check for the report after the event

PART E: Required skills and experience

- A good understanding of major social media networks
- Fluent written and spoken Khmer with excellent spelling
- Good written and spoken English
- Very organized, capable of dealing with multiple tasks and deadlines, and able to prioritize
- Experience using design software (Photoshop, Illustrator, InDesign)
- Experience in photography / video (Optional)

PART F: Salary and benefits

- **750 USD package for three months contract consultant** (occasional traveling to Phnom Penh would be taken care of by Cambodian Living Arts)

PART G: Application details

Closing date:	19 May 2019
Send applications to:	socheata@cambodianlivingarts.org
Required documents:	CV and Cover Letter (1 page)