

JOB DESCRIPTION: Program Coordinator, Knowledge, Networks and Policy

PART A: General Information

Position title:	Program Coordinator
Place:	Phnom Penh, Cambodia
Responsible to:	KNP Program Manager
Assisted by:	Operations Coordinator, Office coordinator, finance coordinators

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 and managing projects and activities of CLA's Knowledge, Networks & Policy program, a program that works toward capacity building and professional networking for cultural leaders in Cambodia with a strong focus in the Mekong region. These include Living Arts Fellows, Arts for Transformation project, workshops, trainings, conferences, festivals, and grants. Activities happen in Cambodia, also internationally. The Program Coordinator will take an active role in communications and outreach for KNP program.

The Coordinator is expected to work with the Program Manager with regular meeting to follow up all the activities ensuring the activities are met timely with desirable result. He or she needs to work with relevant departments and other staff for their support for the KNP Program.

PART D: Responsibilities

Program planning and implementation:

- Support the Program Manager with program planning e.g. by sharing ideas for topics and stakeholders to involve in KNP's different activities
- Take a direct role in conducting and publishing research under the KNP program

- Support with facilitation or delivery of activities as requested e.g. running a small event, facilitating a workshop or moderating a Q&A session
- Help with drafting program materials e.g. application packs (in both English and Khmer)
- Work with the Program Manager on KNP activities that are happening as part of other CLA programs e.g. Cultural Season and major festivals

Logistics and administration:

- Support the program's main running projects especially Living Arts Fellows, Arts for Transformation, Mobility Grants, and cultural season.
Tasks might include:
 - Produce and arrange field trip itinerary
 - Produce and record Agreements with artists, fellows, mentors
 - Assist with financial transactions
 - Effective communication with artists, fellows, mentors
 - Produce brief activities reports and notes
- Attend meetings when relevant
- Provide logistical support in organizing conference, workshops, and dialogues
- Produce and document letters, MOA, MOU, TORs with relevant stakeholders
- Translation (both written and oral), between Khmer and English and vice versa

Communications and marketing:

- Actively promote KNP activities to relevant stakeholders to get high enrolment in KNP programs using strategies such as online marketing and direct outreach via events or networking
- Create a lively and dynamic image for KNP within CLA and to our external audiences
- Keep information about KNP activities up to date on the CLA website and social media (working with other Communications staff at CLA)
- Create, produce and arrange distribution of publicity materials where appropriate, both soft copy and hard copy
- Search and identify relevant events to promote the access for mobility grants among targeted artists and cultural professionals.

General

- Produce an action plans with expected outcomes and regular update
- Attend regular CLA weekly meeting and KNP internal team meetings
- Work closely with other CLA teams and build a good relationship with artists

PART E: Required skills and experience

- Interest in arts and culture is essential, experience working with the arts and with artists is preferred
- Fluent Khmer and very good English (enough to coordinate with international partners and to participate in meetings or workshops that use English)
- Some experience of management, administration and office work
- Organised and very good attention to detail and be able to follow up
- Flexible and able to work quickly and independently
- Has some experience in communications including social media or event promotion
- Basic design and layout skills (e.g. enough to make a simple event poster)
- Very organized, capable of dealing with multiple tasks and deadlines, and able to prioritize
- Photography skills would be an advantage

PART F: Salary and benefits

Starting salary:	\$400 - \$700/ month NET
Salary review:	Annually
Probation period:	3 months
Leave entitlement:	18 days

Closing date: December 13th 2019.

Please note that interviews may be conducted on a rolling basis, so we encourage applications in advance of the deadline.

To apply please send:

- A one-page cover letter explaining why you want this job and why you are a good candidate
- Your resume, including 2 references

Please send your interest to phina@cambodianlivingarts.org

Only short listed candidates will be contacted for an interview.