



JOB DESCRIPTION:

Cambodian Living Arts Grants Manager

PART A: General Information

Position title:	Grants Manager
Place:	Phnom Penh
Responsible to:	Head of Arts Development
Assisted by:	Arts Development team, Knowledge, Networks & Policy team
Contract type:	Fixed duration contract

PART B: About Cambodian Living Arts

Cambodian Living Arts

www.cambodianlivingarts.org

- We were founded in 1998 by genocide survivor and musician Arn CHORN-POND. For a decade, we focused on endangered performing art forms and rituals. As 90% of Cambodia's artists did not survive the Khmer Rouge regime, Cambodia's artistic heritage was in danger of being lost forever.
- Over the last 20 years, both Cambodia and the arts scene have developed rapidly and we have involved our work to match. We have focused on helping talented people to build and development careers in the arts, through scholarships, fellowships, and support to troupes and individuals.
- Looking forwards, we aim to promote creativity and innovation in the arts sector, and to build links with our neighbors in the Greater Mekong region and further afield in Asia. We are also working to get more arts and culture education into Cambodian public schools, and to increase performance opportunities for Cambodian artists.

Cambodian Living Arts is part of Living Arts International, which is an international NGO that believes arts are at the heart of a vital society. CLA has a sister organization, Mekong Cultural Hub, www.mekongculturalhub.org

PART C: Position overview

Since 2017, CLA has been providing small grants to artists, arts administrators and arts students. We have different types of grants available, including small grants for projects, funding for travel and networking, and commissioning grants (where we fund artists to create new art work e.g. a performance or an exhibition). We also give funding to artists and students through our Arn Chorn Pond Living Arts Scholarship Program.

In late 2021/ early 2022, CLA is launching some new grants. So far, most of our grants have been targeted at individual artists, who are at the start of their career or even still studying, and the funding allows them to create their first professional work, or to complete a small project. In the next phase, we will introduce some new types of grants that aim to support the arts community in different ways. One of these grants will be an Excellence Grant (name subject to change), which aims to support more established artists to realise a project that will take them to a new phase of their artistic development. Another is an 'Organisational Resilience' grant, which is designed to offer core funding support to informal groups working in the arts, who would like to develop their project or their team to become more sustainable in the long-term. We also plan to launch a Creative Fellowship.

The Grants Manager will be responsible for launching these new grants, and working closely with the grantees. They will also work with other members of the CLA team to standardise processes and procedures across our different grant-making activities e.g. creating consistent guidelines and timelines around promotion, selection, announcement, support and reporting. They will give input and advice to staff responsible for other granting and commissioning work, and have responsibility for ensuring quality and consistency across all such activities at CLA.

From time-to-time they may collaborate/ exchange with peers at Mekong Cultural Hub to share best practices and policies within Living Arts International.

PART D: Responsibilities/ Deliverables

Grant-making best practices

- Create policies and procedures covering promotion, selection, announcement and award, grantee support and reporting of grants and commissions at CLA
- Train relevant CLA staff on these procedures

- Check that these procedures are followed
- Review and improve procedures as needed
- Share best practice with peers at Mekong Cultural Hub

New Grants

Excellence Grants

We will give 2 Excellence Grants in 2021/2022, and 2-3 in 2022 and 2023

- Design open call and application for the Excellence Grants
- Conduct a training workshop for potential applicants
- Coordinate Advisory/Selection Panel
- Award the first grants by December 2021
- Oversee and support Grantees with their projects

Organisational Resilience Grants

- Work with CLA colleagues & advisors to invite six groups/ associations eligible for the Organisational Resilience Grants to apply
- Oversee a consultant to work with each of the six groups and support them to develop a two-year plan for their 'organization', covering programming, staff, organizational development and capacity building
- Coordinate a selection procedure where the six groups' plans will be presented and reviewed by an independent panel; four groups will be selected for a full organizational resilience grant and two will be selected to receive project funding for a specific aspect of their plan
- Award the first grants by December 2021
- Oversee and support the Grantees with their project/program/capacity building plan implementation
- In Q4 2023, coordinate a Funders Circle, where all the Organisational Resilience grantees can present their organisations and their work to potential funders

Creative Fellowship

- In Q1 2022, work with other colleagues at CLA to design the Creative Fellowship
- Support one artist/cultural leader with a Creative Fellowship in 2022 and one in 2023
- Work with Head of Arts Development to identify professional opportunities for Fellows after their placement

General

- Support other colleagues / management at CLA with work related to grant-making and commissioning
- Be a resource and support to artists and cultural leaders seeking funding and professional development opportunities
- Participate in regular CLA meetings and contribute to CLA's strategic development
- Follow CLA processes and procedures

PART E: Required skills and experience

Essential

- 7+ years experience in the arts sector, in a management or production capacity, working with artists in Cambodia
- Strong project and proposal development skills, with ability to guide /train others on planning, proposal writing and budgeting skills
- Excellent communication skills; able to work with Advisors and emerging artists, both in Cambodia and internationally
- Excellent time management skills and organization
- Critical, creative thinking and problem-solving skills
- Fluent Khmer (incl. reading and writing)
- Comfortable working in English

Desirable

- Existing national and international network in the arts sector
- Previous experience of grant-making

PART F: Salary and benefits

Starting salary:	\$1,200-\$1,800 NET per month
Probation period:	3 months
Contract term:	October 2021 – September 2023, with possibility to extend to January 2024
Leave entitlement:	18 days personal leave per annum
Other benefits:	NSSF, Pension Contribution

PART G: How to apply

To apply please send a one-page cover letter explaining why you want this job and why you are a good candidate, plus your resume, including 2 references, to info@cambodianlivingarts.org. Only short-listed candidates will be contacted for an interview.

Closing date:
27th September 2021, 6pm

If possible, we will conduct interviews during 29th and 30th September (before Pchum Ben)

Note: This position is generously supported by The Swedish International Development Cooperation Agency