



CAMBODIAN  
LIVING ARTS

## JOB DESCRIPTION: CULTURAL SEASON, OUTREACH OFFICER

### PART A: General Information

---

<b>Position title:</b>	Cultural Season Outreach Officer (Level 3)
<b>Place:</b>	Phnom Penh, Cambodia
<b>Responsible to:</b>	Communications Manager
<b>Assisted by:</b>	N/A

### PART B: Cambodian Living Arts

---

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 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: About Cultural Season

---

Since 2018, CLA has been running a regular Cultural Season. The Cultural Season is a collection of performances, workshops, exhibitions and talks, which are presented over 2-3 months. The target audience is young people, especially university students.

Annually, we give Cultural Season a theme. The theme for Cultural Season 2022 is **"Action Today, consequences tomorrow"** and will happen between January-April 2022 including touring to four other provinces.

**About the theme: "Action Today, consequences tomorrow"**

*Your actions have consequences. Collectively, these choices make the realities of our lives -- and for the lives of future generations. For the 2022 Cultural Season we're asking artists and audiences to explore and reflect on how everything that we do today, changes tomorrow. Whether you decide to talk to your mom before bed, get on a moto-taxi with a runny nose -- or at the national level, urban development is prioritized over wetlands, or heritage building preservation etc.-- every action, small or big, makes an impact.*

- *How is today active in the future tomorrow? What is the impact of your actions? Can you ever really know or predict the impact of actions?*
- *How do your actions -- with friends, family, colleagues, neighbors, shopkeepers -- change the future? In 30 seconds, 30 minutes, 1 year, 10 years, 200 years?*
- *How do you imagine the future of Cambodia – for society, environment and for the next generation? What choices are being made, and by whom, that impact this future?*

In January and February the program will happen in Phnom Penh. During March, several performances and workshops will be toured to Siem Reap, Banteay Meanchey, Battambang and Kompong Thom. The Outreach Officer will travel for some parts of the tour.

We are looking for a Cultural Season Outreach Officer to assist our outreach for the season for a short-term period (From December 2021 to May 2022).

#### **PART D: About the position**

---

We are looking for a Cultural Season Outreach Officer to support the Cultural Season. This role, with the supervision of the Communications Manager and Communications & Outreach Coordinator, will join us in connecting primarily young people with the theme and program of the 2022 Cultural Season.

For this role, you will collaborate with teams in Cambodia as well as virtually to complete assignments. Your days will include a variety of communications related tasks that require foundational knowledge in print and digital content creation

including: *graphic design, photography, videography, media relations, WordPress website editing and very strong time management skills*. Occasionally, you will be asked to coordinate with external partners for the Cultural Season including printing houses, video production businesses, promotional venues and members of the press.

We are looking for someone who is proactive, asks questions, follows-up and works collaboratively and independently. This is a great opportunity for a new graduate with some experience and early career communications professional looking to gain experience in non-profit and/or arts organizations.

If you have a passion to understand and learn more about Cambodia through the lens of arts, this is a great opportunity to see inside an organization that supports the value of creative expression in society.

This role is short-term to support the duration of the Cultural Season.

## **PART E: Responsibilities**

---

### **Online marketing and Content Creation**

- Promote Cultural Season through different social media platforms including Facebook page, Tik Tok and Telegram
- Create social media content relevant to Cultural Season (performances, staged readings, Panels, Interactive Program) and schedule with the Communications Manager and Communication and Outreach Coordinator to ensure the smooth flow of the overall communication of CLA
- Prepare documents (video, performance information, etc.) and communication with online platform company to make sure for the smooth running of online performances
- Have basic knowledge of WordPress website maintenance including uploading files, creating pages and editing information

### **Design**

- Design promotional materials: leaflet, poster, brochure, banner, and others
- Support outreach, design materials following CLA's branding identities
- Manage printing process (sample, printing deadline...) with the printing house and distribution process with our media venue partners
- Work across multiple programmatic teams to gather info about all the events to develop the program book (artist bios, event description, images etc) - which will be presented in Khmer and English

## Event support

- Be a photographer/videographer during events & performances
- Schedule meetings with stakeholders like artists, press...etc. for their attendance at events and for press coverage.
- Manage the collection of photos, videos and other media materials from photographers and videographers
- Interview audiences (video and quotes) after the events/performances to capture audience stories for sharing after events
- Work with volunteers for list of audiences data
- Translate documents from Khmer to English and English to Khmer

## General

- Support other colleagues with works related to Cultural Season outreach
- Participate in regular CLA meetings and contribute to CLA's strategic development
- Follow CLA processes and procedures

## **PART E: Required skills and experience**

---

### Required

- Available to work 28-40 hours/week and able to join 2022 Cultural Season from (Jan- March)
- Good spoken and written English
  - Did you learn English by watching YouTube videos that taught you new skills? You're encouraged to apply.
- Bachelor's Degree, preferably in Communications, Public Relations or Graphic Design with at least 2 years working experience
  - Will consider applicants with short course experience
- Skills in photography, videography and editing in Lightroom, Photoshop
- Strong graphic design skills including InDesign, Photoshop, Illustrator, lightroom and video editing (Adobe premiere, and other online websites,...) but can also happily use Canva
- Able to teach yourself skills through online research and know how to ask questions when you don't know
- Passion for the transformative power of the arts preferred
- Able to travel to province to accompany some parts of the tour

## PART F: Salary and benefits

---

<b>Salary</b>	This role has the option of being 28 hours/ week part-time OR 40 hours a week full-time. Please indicate in your cover which you would like to choose.  \$315 USD net for part-time of 28 hours/week, <b>OR</b> \$450 USD net for full-time of 40 hours/week
<b>Benefit:</b>	Opportunity to get experience in the field communications, nonprofits, and arts sector
<b>Contract period:</b>	December 2021 - May 2022

## PART G: Application details

---

<b>Closing date:</b>	November 20, 2021
<b>Required documents:</b>	<ul style="list-style-type: none"><li>• CVs and Cover Letters, must be in English</li><li>• Please include sample of graphic design work</li></ul>

For further inquiries about the position and to submit your required documents, please email to [socheata@cambodianlivingarts.org](mailto:socheata@cambodianlivingarts.org). Only shortlisted candidates will be contacted for an interview.