

JOB DESCRIPTION: Cambodian Living Arts Research Coordinator

PART A: General Information

Position title:	Research Coordinator
Place:	Phnom Penh
Responsible to:	Knowledge, Networks & Policy (KNP) Program Manager
Assisted by:	KNP Coordinator, data gatherers/ interns
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 the 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

Research about the arts, people working in the arts, and the impact of the arts in society is an ongoing focus of the CLA Knowledge, Networks & Policy (KNP) program. Our activities in this area include, participating in research about our work, arranging training and skills exchange for researchers and hosting seminars and conferences.

Throughout 2022 and 2023 KNP is managing two major research projects:

1. Civic Participation through the Arts, in partnership with Swansea University (UK)
2. Mapping of Human Resources in the Cultural Industries in Cambodia, with a special

focus on those working in the informal sector, in partnership with CICADA¹

Due to the scale of these research projects, we are looking for a Research Coordinator to join our team. They will liaise between the Lead Researcher/ Principal Investigator of each research project, and those staff and external consultants involved in the projects.

The work will include giving input into the research approach and project plan, taking an active role in data gathering, and contributing to analysis, and coordinating production and dissemination of the research outputs. We will recruit short-term support for data gathering as needed, and the Research Coordinator shall be responsible for working with those consultants and interns involved in the project.

As time allows, the Research Coordinator may also get involved in other research related activities within CLA and the KNP program, e.g. panel discussions, workshops or seminars as part of our annual cultural season.

PART D: Responsibilities/ Deliverables

Planning and Coordination

- Communicate with the Lead Researchers of the two projects to set up a project plan and timeline
- Communicate regularly with Lead Researchers and KNP Program Manager to ensure project is on track
- Work with the KNP Program Manager to identify additional human resource needs for project implementation, and support recruitment and selection
- Supervise consultants/ interns brought in to work on data gathering and other research support work
- Ensure all ethical permissions are obtained and documentation is retained on file
- Coordinate the local budget for research activities, including advancing and reconciling expenses, and working with Finance Team to account for project activities
- Contribute to project reporting as required

Research Work

- Contribute ideas and feedback to Lead Researchers regarding research questions and specific tools such as surveys etc
- Actively engage in making sure research participants understand and fully consent to their involvement in the projects
- Participate in data gathering e.g. by gathering surveys, conducting interviews or focus group discussions

¹ CICADA is a newly established industry association for the creative and cultural industries in Cambodia

- Record, transcribe and, where needed, translate interviews
- Data entry (this may require using specific research software, if it is a software you are not familiar with then training will be provided)
- Contribute ideas and input to Lead Researchers regarding analysis

Research Production & Dissemination

- Participate in proofreading and editing of reports produced
- Coordinate design, editing and printing of any research reports produced
- Coordinate sharing events e.g. virtual and physical workshops to disseminate project results, this may include working on the invitation lists, coordinating with speakers and contributors, managing logistics (virtual or physical) and recording/documenting the activities
- Work with subcontractors e.g. translators, graphic designers, as needed
- Collaborate with colleagues to produce press releases or other PR materials to promote the research projects

General

- Contribute ideas and solutions to improve best practices related to research at CLA e.g. on ethics, inclusions and diversity
- Support other colleagues / management at CLA with work related to research
- Be a resource and support to those wishing to engage with CLA on research projects
- Participate in regular CLA meetings and contribute to CLA's strategic development
- Follow CLA processes and procedures

PART E: Required skills and experience

Essential

- Experience working on research projects
- Strong coordination skills
- Excellent communication skills; able to work with researchers and research subjects from different contexts and backgrounds, including artists and young people in remote provinces of Cambodia
- Excellent time management skills and organization
- Critical, creative thinking and problem-solving skills
- Fluent Khmer (incl. reading and writing)
- Excellent spoken and written English

Desirable

- Previous experience in topics related to the two research projects we are conducting
- Interest or experience in the arts

PART F: Salary and benefits

Starting salary:	\$750 NET per month
Probation period:	3 months
Contract term:	December 2021 – December 2023
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:
30th November 2021, 6pm

Note: This position is made possible with support from UNESCO International Fund for Cultural Diversity and The Swedish International Development Cooperation Agency