



JOB DESCRIPTION: Cambodian Living Arts Research Assistant

PART A: General Information

Position title:	Research Assistant
Place:	Phnom Penh
Responsible to:	Research Coordinator under the supervision of KNP Program Manager
Assisted by:	Volunteers
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 develop 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. The research assistant is to work and support the research coordinator. They will liaise between the Lead Researcher/ Principal Investigator and the research coordinator and those staff and volunteers involved in the projects.

The work will include making appointment for interviews/FGDs (inviting audience, obtain informed consent), transcribing, translation of data in Khmer to English, and data entry. The research assistant will also expect to produce data analysis from responses collected both from Phnom Penh and selected provincial tours.

PART D: Responsibilities/ Deliverables

Planning and Coordination

- Communicate with the Research Coordinator to set up a plan and timeline
- Communicate regularly with Research Coordinator and Lead Researchers to ensure the list of actions meet with deadlines
- Make appointments and prepare relevant logistics for interview/FGDs

Research Support Works

- Participate in data gathering e.g. by gathering surveys, conducting interviews
- Record, take notes, transcribe and translate interviews/FGDs, questionnaires and other data collected
- Data entry and cleaning

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
- Follow CLA processes and procedures

PART E: Required skills and experience

Essential

- Some experience working on research projects
- Good coordination skills

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

- Excellent time management skills and organization
- Fluent Khmer (incl. reading and writing)
- Excellent spoken and written English

Desirable

- Previous experience in research projects
- Data analysis skills
- Interest or experience in the arts

PART F: Salary and benefits

Starting salary:	\$530-\$850 NET per month
Probation period:	1 month
Contract term:	6 months (March – August 2022) with possible extension.
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 tola@cambodianlivingarts.org. Only short-listed candidates will be contacted for an interview.

Closing date: 21st Feb 2021, 6pm (We would like the position as soon as possible so we encourage interested candidates to apply before the deadline.)

Note: This position is made possible with support from UNESCO IFCD, Swedish International Development Cooperation Agency, and Changing the Story.

