

**JOB DESCRIPTION: Cambodian Living Arts
FGD Facilitator**

PART A: General Information

Position title:	Focus Group Research Facilitator
Place:	Phnom Penh
Responsible to:	Research Coordinator under the supervision of KNP Program Manager
Assisted by:	Research Assistant
Contract type:	Subcontractor/ Consultant

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 a research project 'Civic Participation through the Arts', in partnership with Swansea University (UK).

For this position, we need a FGD facilitator for the Civic Participation through the Arts, in partnership with Swansea University (UK). The FGR facilitator 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 taking an active role in organizing FGDs (obtain informed consent, facilitating the FGDs, and writing reports). The FGD facilitator will also expect to attend 8 online screenings to observe and collect data, conduct 5 FGDs in Phnom Penh and 4-6 FGDs in selected provinces.

The contract is based on deliverables rather than hours, and this is expected to be a part-time engagement. Please see 'Fee' below for more details.

The FGD facilitator will be supported by a research coordinator and a research assistant who can assist with work such as making appointments, logistic preparation, transcribing, translation, data entry and analysis.

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 expectations, types of participants for the FGDs
- Assign research assistant to make appointments and to arrange for logistic needed for the FGDs both in Phnom Penh and provinces
- Ensure all ethical permissions are obtained and documentation is retained on file
- Contribute to project reporting as required

Research Work

- Facilitate FGDs with selected participants (artists/audience)
- Write a reflective note/report after each FGDs

Research Production & Dissemination

- Participate in proofreading and editing of reports produced

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

- Proven experience on FGR facilitation
- 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 research project relates to the arts
- Interest or experience in the arts

PART F: Fee

The fee for this project is \$6,000 USD gross. The Lead Researcher shall be contracted as a Consultant, and shall be responsible for paying withholding taxes in Cambodia. CLA is responsible for other expenses including transportation, per-diem, and accommodation, and materials if needed.

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 phina@cambodianlivingarts.org. Only short-listed candidates will be contacted for an interview.

We open for this position on a rolling basis. We encourage interested candidates to apply as soon as possible.

Note: This position is made possible with support from The Swedish International Development Cooperation Agency

