

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 (Level 6)

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

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 line with our strategic plan, CLA is currently launching some new grants and reviewing our existing ones. 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 this current phase of work, we are introducing some new types of grants that aim to support the arts community in different ways. One of these grants is called *Springboard*, which aims to support more established artists to realize a project that will take them to a new phase of their artistic development. Another is the *Thrive* 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.

The Grants Manager will be responsible for overseeing these grants and working closely with the grantees. They will also work with other members of the CLA team to standardize 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
- Support networking and exchange between grantees

Note: In early 2022, CLA is conducting an external consultation, including needs assessment, among our grantees and arts community. The Grants Manager will be expected to integrate the results of this consultation into our grantmaking best practices.

Grant Program Coordination

There are four grant programs that will initially be in the Grant Manager's portfolio:

Springboard Grants

We made 2 Springboard Grants in 2021/2022, and will give 2-3 in 2022 and 2023. Grant

amount is up to \$5k per grantee

- Oversee and support Grantees with their projects
- Coordinate a showcase of the Grantee projects in September 2022/ 2023
- Monitor and evaluate the first year of Springboard grants
- Coordinate open call and application for the 2023 Springboard Grants
- Coordinate Advisory/Selection Panel
- Award the second cohort by December 2022

Thrive Grants

We will award six grants of up to \$25,000 USD per project in April 2022. The grantees have 18 months to work on their projects

- Oversee and support the six Grantees with their project/program/capacity building plan implementation:
 - regular checking-in with grantees and the mentors
 - provide ad hoc support
 - arrange periodic one-day workshops where the grantees all meet together to exchange experiences and lessons learned
- Design additional capacity building support for non-selected Thrive applicants
- Monitor and evaluate the program
- In Q4 2023, coordinate a Funders Circle, where all the grantees can present their organizations and their work to potential funders

Dam Dos grant

We award 4-6 places annually, with grants up to \$2,500 USD per project. Projects can be creating new works, community arts projects, and research (art history, rare and endangered music etc).

- Coordinate an open call every August
- Coordinate on-site and off-site promotion of the grants
- Coordinate the application and selection process, involving an independent selection committee
- Award the grant by Dec of each year
- Oversee grantees' compliance (by follow-up, periodic reporting...etc.) and support their projects

Ponlok Grant

We award 6-8 grants annually, of up to \$500 USD per activity. Ponlok grants are intended to support capacity development e.g. through travel to conferences, participation in training, or by self-organised workshops and exchanges

- Coordinate promotion and selection of grantees
- Supervise implementation and reporting of grant projects

Capacity Building for Applicants and Grantees

- Identify training needs of applicants and grantees e.g. proposal writing, reporting, budgeting etc
- Design and deliver relevant capacity building trainings targeted at the arts

- community
- Coordinate delivery by external trainers if appropriate

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
- Represent CLA in media and/or networking events

PART E: Required skills and experience

Essential

- 5+ years’ experience in a grant making field
- 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

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

PART F: Salary and benefits

Starting salary:	\$1,200-\$1,800 NET per month
Probation period:	3 months
Contract term:	May 2022 – 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:
30th March 2022, 6pm

If possible we will conduct interviews during 7th and 8th Apr, 2022.

Note: This position is generously supported by The Swedish International Development Cooperation Agency, and Debra Fram and Eric Schwartz.