

JOB DESCRIPTION: Cambodian Living Arts PROGRAM COORDINATOR – ARTS DEVELOPMENT

PART A: General Information

Position title:	Program Coordinator – Arts Development
Place:	Phnom Penh
Responsible to:	Head of Arts Development
Assisted by:	Lead Curator for Cultural Season, Institutional Advancement team, Operations Team
Contract type:	Undetermined Duration Contract (Level 5)

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, Cambodian’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 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. The season will happen between January-April including programming in Phnom Penh and touring to provinces.

Every year, we give the Cultural Season a theme. This theme is used to give artists a starting point for creating new plays, dances and music. It is also used by the CLA team to guide us in putting together an interesting program that can showcase different angles to consider the same topic, and will inspire new perspectives and interesting discussions from the audience. We share the theme with the audience in our marketing materials, so that when they come to see the performances or to join a talk or workshop, they can connect their experience back to the big picture question.

The new artwork produced and presented during the season is created via CLA's ongoing program of creative workshops (of script writings, directing and staged readings), residency, small-medium grants (commission) for young artists.

The Program Coordinator plays a crucial role in handling this ongoing program of workshops, trainings and grant support, all of which are designed to lead to creation of new art work to be shared at the season. The programs includes a training program for Curators (the people who select the art work and guide how, when and where it is shared to audiences), as well as providing grants to artists. The Coordinator's role will range from writing and promoting open call documents, to handling applications, arranging meetings and workshop logistics and ensuring contracts and payments are handled professionally. The Coordinator will work with experienced artists and arts professionals (e.g. managers or producers) both from Cambodia and internationally, as well as students or emerging creative communities

The goal of the projects, activities and performances in these programs is to encourage expression and creativity, give artists and administrators opportunities to develop new skills and experiences, and build strong human resources and audiences for arts in Cambodia.

PART D: Responsibilities/ Deliverables

Support the Curatorial Fellowship

- Coordinate recruitment of the Fellows, via a closed call for applications, working closely with the Lead Curator and Head of Arts Development on promotion and selection
- Coordinate meetings of the Curatorial Team (which includes a Lead Curator and 3-4 Fellows), in order to support the program development
- Support the Lead Curator with project and logistics management as the Curatorial Team develops the program; this may include arranging meeting venues/ agendas, drafting and editing documents, connecting with artists/ speakers
- Coordinate talks and field visits for the Curatorial Fellows, e.g. visits to local arts spaces, and online zoom workshops with international speakers (approximately one activity per month for six months). The fellowship will include regional visit too but this depends on the reality of covid-19 situation.

Content Preparation for the Cultural Season

Grant for New Creations (Commission) – Open Call

- Coordinate an open call for the grant to create new work, working closely with the Curatorial team (team who designs the ideas behind the programming for the Cultural Season)
- Take an active role in on-site and off-site promotion of the grant, working closely with the communications team
- Coordinate the selection process, including cataloguing applications, coordinating with the selection committee, scheduling interviews etc.
- Coordinate contracts with selected artists and work with Finance to ensure timely disbursement of their funds
- Oversee/ support project management of their creation, rehearsal and production process

Grant for New Creation (Commission) – Closed Invitation

CLA is committed to creating an inclusive opportunity for all artists. One grant slot is dedicated to underrepresented voice(s) including indigenous community, artists with disability, LGBT, women group...etc.

- Work with curatorial and CLA team to identify and decide the target group
- Visit the rehearsal on site with the curatorial team or when requested
- Oversee/ support project management of their creation, rehearsal and production process
- Support logistics and communication including contract, venues, and timely fund disbursement

Creative Workshops: Script Writing, Directing and Staged Readings

Each year CLA runs a series of workshops, where participants get to write scripts for new theater plays, then a few of these are selected to be developed for performance – some as readings for new play (aka Staged Reading) and one as a full production on stage, with costumes, props and light

- Contribute ideas to the planning of the workshops
- Coordinate an open call for participants in the script writing workshop, working closely with the Curatorial Team and workshop trainer
- Take an active role in on-site and off-site promotion of the call, in collaboration with communication team
- Coordinate the selection process including cataloguing applications, coordinating with the selection committee, scheduling interviews etc.
- Coordinate workshop logistics (online and/or offline, accommodation, flights, providing information to participants, translation, venue, reflection etc.)
- Coordinate communication with artists whose work is selected for the Directing workshop
- Coordinate rehearsals and logistics for the staged readings with staged director
- Coordinate rehearsal logistics for the script selected to be developed into a full production, working closely with staged director

Support management of sub-contractors

- Facilitate the communication between Curatorial team and the sub-contractors for the production needs (venues, technical, volunteers, outreach...etc.) for the Cultural Season programming including performance, panel, talks, screening, and exhibition.
- Handle the contracts and support the logistics for Cultural Season Provincial Touring (and sometimes with inputs from Khmer Magic Music Bus project) led by the sub-contractors

General

- Contribute ideas to program planning
- Be a good ambassador for the arts and a good supporter of the arts community
- Provide translation if needed
- 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
- Perform miscellaneous job-related duties as assigned

PART E: Required skills and experience

Essential

- Respect and pay attention to the process of working with artists, cultural practitioners and arts administrators in the arts sector
- 4+ years' experience in the arts sector, in program facilitation and management capacity working with artists in Cambodia
- Great project management skill
- Excellent communication and time management skills
- Critical, curious, creative thinking and problem-solving skills
- Be able to work on multiple projects at the same time, whilst maintaining accuracy and attention to details when working to meet deadlines
- Be able to work independently with little supervision
- Travel to provinces for work oversight if required
- Fluent Khmer (incl. reading and writing)
- Comfortable working in English

Desirable

- Existing national network in the arts sector
- Previous experience of creative programs coordination and management (e.g. festival, fellowship, relationship with artists...etc.) and/or working with artists.

PART F: Salary and benefits

Starting salary:	\$750-\$1200 NET per month
Probation period:	3 months
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 to sokhorn@cambodianlivingarts.org. Only short-listed candidates will be contacted for an interview.

Closing date:
30th March 2022, 6pm