



JOB DESCRIPTION: PROGRAM DIRECTOR

PART A: General Information

Position title:	Marketing Officer
Place:	Phnom Penh, Cambodia
Responsible to:	Communications Manager
Assisted by:	Tourism program officer, Communications assistant

PART B: About Cambodian Living Arts (CLA)

Cambodian Living Arts (CLA) is a non-profit organization based in Cambodia that focuses on traditional performing arts through youth arts and arts service programs. CLA supports several different programs for masters, students and Cambodians. These include:

- Arts Education programs: 16 different performing arts classes that provide arts training and performance opportunities; the Arn Chorn-Pond Living Arts Scholarships program that supports students pursuing advanced academic or performing arts training; a community arts outreach program where CLA advanced students lead workshops and education activities at local schools orphanages, villages and organizations; a capacity building program where CLA students take part in workshops with international professional artists.
- Arts promotion programs: a bi-annual Cambodian Youth Arts Festival; Cambodian Living Arts tours that introduces guests to CLA's programs, students and masters; a performing program that organizes shows where CLA young, professional artists have the occasion to perform and earn a living; the multi-disciplinary arts festival and symposium Season of Cambodia that will be brought to New York City in 2013.
- Advocacy for the arts: we partner with peer arts organizations and artists throughout the country to advocate for a vibrant arts and cultural community, and are building a national arts alliance.

CLA's Vision

By 2020, we envision a vibrant and dynamic cultural sector throughout Cambodia, with the arts as the country's national and international signature. Cambodian Living Arts will be a catalyst for this development. The successful transformation of Cambodia's cultural identity will be a model for other nations.

Mission Statement

CLA's mission is to facilitate the transformation of Cambodia through the arts.

We collaborate to create an environment where Cambodian arts empower and transform individuals and communities.

We do this by building the capacity of artists and the arts community, by promoting awareness of the arts, and by advocating for the arts with cultural policymakers and major institutions.

In doing so, we aim to create value and understanding of what it means to be Cambodian and to create a sense of unity and shared culture. We believe that through creativity we can each expand our potential as human beings.



PART C: Position overview

The Marketing Officer will assist the Communications Manager with the Performing program and the Cambodian Living Arts Tours. The performing program includes in particular the weekly traditional and folk dance show *The Children of Bassac*, every Thursday in front of Phnom Penh's National Museum. The Living Arts Tours offer guests the opportunity to visit CLA's classes and rehearsal rooms.

The Marketing Officer's tasks will include:

- Promoting the two programs by leaving brochures in Phnom Penh's major hotels and guest houses, restaurants, touristic places
- Promoting the two programs by meeting tour guides and tour agencies officers
- Taking care of CLA's booth at the National Museum every Wednesday and Thursday
- Assist with tickets and by-products sales every Thursday night at the National Museum
- Managing clients and partners relations by computer

CLA is a dynamic, high-growth organization that values independent thinking, collaboration, and a hunger for learning.

This position reports to the Communications Manager.

PART D: Required skills and experience

- Degree in any discipline
- Strong initiative and ability to take initiatives
- Experience in the tourism sector
- Arts management experience an advantage
- High level of proficiency in written and spoken English
- Good networker and communicator

Closing date: 11 January 2012

PART F: Salary and benefits

Starting salary:	\$150 per month
Transportation	\$30 per month

To apply please send cover letter, resume and 3 references to marion@cambodianlivingarts.org. Cambodian nationals and Cambodian expatriates are strongly encouraged to apply. Only short listed candidates will be contacted for an interview.