

JOB OPPORTUNITY

Phare Ponleu Selpak – meaning The Brightness of the Arts – is a Cambodian non-profit art school located in Battambang, empowering children, youth and communities through artistic, educational, social and community outreach programs since 1994. Find out more details about Phare Ponleu Selpak at our website: www.phareps.org

We are now seeking a qualified Cambodian candidate to fill in the Full-time position of **Music School Assistant/Coordinator** to be based in Battambang province.

Job Title: Music School Assistant/Coordinator

Report to: Performing Arts School

Employment type: Full-time; 40 hours/week

Location & Mobility: The position is based in Battambang province, Cambodia. Travel is expected to Phnom Penh and Siem Reap.

Job Purpose:

Under the direct supervision of the Music School Manager, the Music School Assistant/Coordinator is responsible for a blend of administrative, organizational, and logistical tasks to support the Music School's operations. He/she assists with various functions, including class management, room management, assisting with student assessments, class scheduling, event planning, communication, and acting as a liaison between the Music School, teacher, staff, and students.

Key responsibilities of the Music School Assistant/Coordinator include the following:

- Handling daily administrative tasks.
- Assisting with organizing performances, recitals, and other music-related events.
- Responding to inquiries, communicating with the organization and teachers, and serving as a point of contact for the Music School.
- Managing schedules for rehearsals, performances, and classes, and coordinating the use of performance spaces and equipment.
- Maintaining accurate records of instruments, equipment, and other resources within the Music school.
- Keep records of student attendance.
- Assisting with processing forms, and managing expenses.
- Supporting with implementation of projects including tracking of data needed for reporting.
- Any other tasks as may be assigned by the Music School Manager.

Skills and Qualifications:

- A degree or diploma in music, audio engineering, or a related field can be advantageous.
- Experience in a music environment, particularly with students, is highly valued.
- Additional training in areas like audio production, legal aspects of music, or first aid is highly valued.
- Excellent interpersonal skills to interact effectively with students, parents, and organization are essential.
- Strong communication, problem-solving, and customer service skills are also important.
- Ability to manage music resources, equipment, and student schedules efficiently is important.

- Supporting diverse student needs is required.
- Ability to manage multiple tasks and prioritize work.
- Proficiency in using computer software and Microsoft Office Suite.
- Excellent interpersonal skills and ability to work collaboratively.
- Knowledge of music-related terminology and processes is beneficial.

Please submit your application with detailed CV and recent photo to Phare Ponleu Selpak through contact below by **6:00PM of May 27, 2025**

Attention: HR Coordinator

Anhchanh village, Ochar commune, Battambang city, Battambang Province, Cambodia.

Or vuthyra.t@phareps.org

Short-listed candidates only will be contacted for interview. The successful candidate must adhere to vision, mission, and values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy.