

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 **Dance School Coordinator** to be based in Battambang province.

Title: Dance School Coordinator

Department: Performing Arts School (PAS)

Direct Report to: Director of 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 Summary

The Dance School Coordinator (DSC) is responsible for overseeing the operations and staffing of Dance School of the Performing Arts School, and is responsible for ensuring the functioning of the Dance School through developing and implementing a comprehensive dance program, and supervising dance teachers, scheduling classes, organizing performances and events, promoting the dance programs to increase participation and visibility, monitoring program budget and managing resources effectively. .

Main Duties and Responsibilities:

- Developing and implementing a comprehensive dance program.
- Supervising dance teachers.
- Scheduling classes.
- Organizing performances and events.
- Promoting the dance program to increase participation and visibility.
- Monitoring the dance school budget and managing resources effectively.
- Overseeing the operations of the Dance school.
- Developing monthly, quarterly and annual planning for the Dance school.
- Participating in the Dance school curricular development.
- Maintaining and keeping track of Dance materials/equipment.
- Keeping attendance records of Dance teachers.
- Being creative and acting as a role model to students.
- Solving Dance school students' problems.
- Working closely with all teachers of the Performing Arts School, Pedagogical Coordinator, Music School Coordinator, and the Performing Arts School Coordinator.
- Attend weekly Performing Arts School's meeting.
- In conjunction with Dance teachers, developing lesson plans for each subject for the Dance School.
- Making monthly, quarterly and annual activity reports.
- Creating a safe and welcoming environment in the classrooms.
- Holding meeting with students once a month to give advices and remind them about the school's rules, policies, and to inform them about their progress.
- Conducting researches for new teaching methods and strategies.

- Keeping records of all dance lessons.

Manage behavior effectively to ensure a good and safe learning environment:

- Setting clear rules and routines for behavior in classrooms, and take responsibility for promoting good and courteous behavior both in classrooms and around the school, in accordance with the school's policy.
- Maintaining good relationships with students, exercise appropriate authority, and act decisively when necessary.

Requirements:

- BBA degree majoring General Management or other related fields.
- At least three years of experiences in management, and/or coordination roles.
- Fluent in spoken and written both Khmer and English.
- Strong proficiency with Microsoft Office.
- Have a good knowledge of and able to dance is preferred
- Comfortable with public speaking, and meeting facilitation.
- Good organizational and administrative skills
- Strong interpersonal skills.
- Good Communication skills.
- Good people management skills
- Good morality, friendly and Team work.
- Adherence to vision, mission, and values of Phare Ponleu Selpak, and compliance with its Safeguarding and Child Protection Policy is a must.

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.