**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.

We are now seeking a qualified Cambodian candidate to fill in the Full-time position of **School Administration and Industry Relations Officer** to be based in Battambang province.

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| **Job Title:** School Administration and Industry Relations Officer  **Employment type:** Full-time, 40 hours/week; 1-year contract  **Report to:** HR & Administration Manager  **Location & Mobility**: Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap. |

# **Position Description:**

The School Administration and Industry Relations Officer implements the communication and marketing strategy of the schools to increase their visibility and elevate their status. The role is expected to promote the schools and actively engage the Cambodian public, especially, industry partners and youth and students, in and about Cambodian performing and visual arts. This role will support the students in specific areas of communication and also support the schools’ internal communication efforts to make for a more productive, collaborate and engaged workplace by providing accurate and timely information and facilitating dialogue.

This role will also be responsible for handling administrative tasks related to students. The role includes the coordination of artist contracts, building excellent relations with artists/agents, and maintaining school policies for Artistic students and artists, and providing general administrative support to ensure the smooth and effective running of the Art Schools at Phare Ponleu Selpak.

**Main Roles and Responsibilities include but are not limited to:**

**General responsibilities:**

* Draft different types of communication materials: letters, invitations, etc.
* Actively monitor websites (Art School sections) and provide information for updating to communications team (e.g. monthly circus calendar, staff profiles, student application dates).
* Support internal public communication of schools i.e. bulletin boards, reaching student groups and participate in managing quarterly internal magazine.
* Initiate and coordinate school marketing & promotion events for student recruitment.
* Manage communication efforts around school events and fundraising efforts.
* Coordinate student internships and support with job placement including:
  + Help students with set up their online portfolios and create professional CVs
  + Maintain updated lists (database) on industry partners
  + Communicate with industry partners through various channels.
  + Maintain good relationship with the existing partner and build new partnerships
* Liaise with industry partners for various school activities and events (jury sessions, graduation etc.).
* Know PPSA products and services inside and out.
* Collaborate closely with Student Services to ensure efficient services are provided.

**Administrative responsibilities:**

* Communicate with teachers, and students as required.
* Maintain and requisite school inventories and stationaries/materials
* Check daily school staff attendance
* Prepare monthly school staff attendance report and submit it to HR
* Keep records of and report on school staff training and development attended
* Maintain student database and keep records of students’ attendance
* Handle Petty cash for Art Schools
* Process artist share requirements for performances in the big-top
* Translate documents from Khmer to English and vice versa
* Translate workshops (if any) from Khmer to English and vice versa
* Prepare logistics for Art schools’ events
* Prepare documents for student going abroad​
* Lead students to go for interview for visa application to perform or join workshop abroad, and
* Performs any other tasked assigned by the HR and Administration Manager.

**REQUIREMENTS/QUALIFICATIONS:**

* At least 1 to 2 years of experience in sales / marketing / business development role
* Fluent in English (spoken and written)
* Highly proficient in Microsoft Office packages – mainly Word, Excel and PowerPoint.
* Excellent interpersonal and communication skills are essential.
* The ideal candidate will be someone who enjoys dealing with people, creating and maintaining relationships.
* Strong organizational skills.
* Be able to work on own initiative as well as part of a team.
* Have good time management and planning skills.
* The ability to meet multiple project deadlines.
* Excellent attention to detail.
* Have the ability to multi-task and work under pressure.
* Have a good Telephone Manner.
* Interest in the Art Industry.
* A good working knowledge of social media marketing tools.

Please submit your application with detailed CV and recent photo to PPSA through contacts below by 6:00PM of June 2nd, 2022

Attention: HRM

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

[sareth.k@phareps.org](mailto:sareth.k@phareps.org)

Short-listed candidates only will be contacted for interview.

The successful candidate must comply with PPSA child projection policy & code of conduct, and adherence to the vision, mission, and Core values of Phare Ponleu Selpak Association.