

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 candidates to fill in the Full-time position of **Marketing, Communications and Media Manager** to be based in Battambang province.

Job Title: Marketing, Communications and Media Manager

Employment type: Full-time, 40 hours/week; 1-year contract

Report to: Executive Director

Location & Mobility: Based in Battambang, Cambodia. Occasional travel is expected to Phnom Penh and Siem Reap.

Position Summary:

The Marketing, Communications and Media Manager will manage a broad range of communications and PR activities. He/she will manage all proactive and reactive media inquiries, online, print, onsite communication tools and channels. He/she organizes and runs events, manages internal communication and all marketing communication related areas. He/she will work very closely with all departments of PPSA to ensure an effective and impactful communication.

Main roles and responsibilities:

The main roles and responsibilities of the position include, but not limited to the followings:

- Copywriting: articles, interviews, letters, press releases, posts, speeches; also, texts for all marketing materials and channels in line with visual identity and relevant design, image
- Ensure that communication/PR, marketing and brand strategies are realized
- Manage social media channels and PPS website
- Manage graphic design and product design work
- Manage small team of assistant, graphic designer and product designers
- Create and implement a visual guideline for campus
- Manage all campus communication signs, panels, posters, etc.
- Produce and update all printed and online communication materials, tools (eg. booklets, flyers, posters, circus schedule, catalogue)
- Produce and update all visual support materials of the bar and the boutique; and for events, workshops, retailers
- Manage any incoming design and marketing requests
- Develop communication plan and tools for community events and international festivals
- Organize, manage and follow-up all media inquiries (local and international) including media events
- Update and develop media contact list, update press kit
- Proactive network with media (including photographers, crews, production teams)
- Daily media monitoring and follow-up of incoming requests, create and update media coverage archive
- Regularly monitor social media channels and website for updating opportunities, analyze usage and suggest development ideas
- Cooperate with the schools and all other departments (including circus shows) to proactively find opportunities for any communications and/or events
- Organize and run PPS events (including international festivals, supplier, donor events) as requested/needed

- Collect and/or make necessary photos and videos
- Improve, coordinate and implement internal communication tools, channels
- Improve marketing communication tools, channels, materials, introduce new ones
- Network and cooperation with PPSE, occasional travels to Siem Reap

Requirement:

- University degree in marketing, communication, media or equivalent experience
- Extensive experience working in marketing, communication and/or media areas
- Few years of experience in successfully managing a team
- Fluent in English both spoken and written, French and Khmer languages are an advantage
- Experience in developing web, print and social media content.
- Demonstrated ability to copywriting to a high standard, with an excellent grasp of language, spelling and grammar
- Experience in developing and overseeing social media and IT platforms, including Content Management Systems
- Graphic design and artistic skills are assets
- Experience working in the NGO, tourism or arts sector is an asset
- Experience working in a multicultural environment is an asset
- Well organized and ability to work under pressure
- Strong initiative and flexibility

Please submit your application with detailed CV and recent photo to Phare Ponleu Selpak through contact below by 6:00PM of January 20, 2023

Attention: HRM

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

Or

sareth.k@phareps.org

Short-listed candidates only will be contacted for interview.

The successful candidate must comply with PPS child protection policy & code of conduct, and Adherence to the values and missions of Phare Ponleu Selpak.