

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 Dance School Coordinator to be based in Battambang province.

Job Summary

Title: Music School Coordinator

Department: Performing Arts School (PAS)

Direct Report to: Director of Performing Arts School

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

Main Duties and Responsibilities:

- Developing and implementing a comprehensive music program.
- Supervising music teachers.
- Scheduling classes.
- Organizing performances and events.
- Promoting the music program to increase participation and visibility.
- Monitoring Music school budget and managing resources effectively.
- Overseeing the operations of the music school.
- Developing monthly, quarterly and annual planning for the music school
- Participating in the Music school curricular development.
- Maintaining and keeping track of Music instruments.
- Keeping attendance records of Music teachers.
- Being creative and acting as a role model to students.
- Solving Music school students' problems.
- Working closely with all teachers, and other Coordinators of the Performing Arts School.
- Attend weekly PAS meeting, and other PPSA's meetings as required.
- In conjunction with the teachers, developing lesson plans for each subject for the Music School.
- Making monthly, quarterly and annual activity reports.

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 play any of the Music instruments 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 PPSA through contact below **by 6:00PM of August 30, 2024**

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.