

Job Announcement

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 **Performing Arts School Coordinator** to be based in Battambang province.

Position Summary:

Title: Performing Arts School Coordinator

Department: Performing Arts School (PAS)

Direct Report to: Director of Performing Arts School

Position Description:

The Performing Arts School Coordinator (PASC), under direction of the PAS Director, and in conjunction with other Performing Arts School Coordinators, is responsible for the functioning of the Performing Arts School through undertaking the following activities including: planning, budgeting, developing of curriculum, scheduling and coordinating school activities, staffing, promoting and negotiation of, contracting for all activities taking place in the Performing Arts School, and building community relations.

The primary role of the Position will be coordinating the Performing Arts programs in the areas of Circus, Dance, Theater and Music. He/she performs a combination of administrative, promotional, and professional arts duties related to circus, music, dance, and theater.

The Position will also be responsible for creating and presentation of the Performing Arts School Productions in collaboration with other members of the Performing Arts School team.

Main Duties and Responsibilities:

- Timely respond all requests from staff and teachers
- Develop in coordination with teachers annual, quarterly and monthly activities and budget plans
- Produce annual and quarterly narrative and financial reports
- Monitor and follow up with goal indicators either for school or teachers
- Conduct school meetings to update, plan and solve problems encountered
- Facilitate problem solving of staff, teachers, students and school; consulting with the other coordinators and/or director of the performing arts school when necessary
- Network, collaborate and liaise with collaboration partners, industry and other stakeholders for school development.
- In coordination with other coordinators, supports and encourages talented students to offer their artistic services to the public and tourists for income generation purpose.
- Be a school ambassador and fundraiser to promote the school for school sustainability.
- Coordinates the Performing Arts School staff performance appraisals.

- Maintain school equipment inventory
- Keep records of school expenses
- Keep records staff attendance
- Keep records staff learning and development
- Handling of Income Generation activities of PAS including the big-top shows.
- Prepare quotation for clients
- Handling administrative tasks when needed, including purchase and travel requests, clearance reports.
- Arranging logistics as needed
- Prepare necessary documents for visa applications for students and staff members travelling abroad, and arrange related logistics as needed.
- Help with translation as needed
- Collaborate with other coordinators of the performing arts school in development of school's teaching schedule.
- In conjunction with other coordinators, develop students' learning and development monitoring tools.
- Seek for partners and/or projects where students can do their internship or perform to upgrade and develop their capacities and skills.
- Attend meetings, trainings/workshop and events assigned by the Performing Arts School Director.
- Communicate with social support department concerning students' issues.
- Take photos and shoot videos to keep records of all school activities and ensure that all documents are properly kept and maintained.
- Perform other tasks assigned by Performing Arts School Director.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- BBA degree majoring General Management or other related fields.
- At least five years of experiences in management, and coordination roles preferably in performing arts, entertainment and rental facilities.
- Ability and experiences in planning, coordinating, scheduling, and supervising staff.
- Good knowledge of business administration and experience in working with operating budgets.
- Good organizational and administrative skills
- Good communication skills
- Strong interpersonal skills.
- Good people management skills
- Fluent in spoken and written both Khmer and English.
- Ability to plan and organize events effectively.
- Experience in problem solving.
- Strong proficiency with Microsoft Office.
- Have a good knowledge of different forms of arts, and possess of any art skills is preferred.
- Comfortable with public speaking, and meeting facilitation.
- Good morality, friendly and Team work
- Adherence to vision, mission, and core 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.