

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 **Technical Coordinator** to be based in Battambang province, Cambodia.

Job Summary

Job Title: Technical Coordinator

Working hours: 40 hours/week

Report to: Facilities Manager

Under the direct supervision of the Facilities Manager, the Technical Coordinator is responsible for Ensuring the highest standard of technical service and operation for all events at Phare Ponleu Selpak, and to provide information and support in the development and maintenance the organization's Sound and lighting technical systems. In addition, the position shall work co-operatively with the technical team at Phare Ponleu Selpak campus and when required, to provide cover and support at event venues. The Technical Coordinator is also responsible for overseeing warehouse for technical equipment/materials, stage organizing, and execution of lighting and sound systems, and administrative tasks of the Facilities department.

Main Roles and responsibilities:

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

Circus Performing and Operations

- In consultation with the Facilities Manager, and other relevant Managers/Directors, assessing the technical needs of all events.
- Overseeing and setting up rigging, lights, equipment, staging and seating in accordance with the technical needs of the programs.
- Assisting with, advising on, and installing audio/visual and projection facilities for events, inside and outside of the campus.
- Operating lighting, sound and projection systems for live performances.
- Managing the Technical stock list and notifying Facilities Manager regarding the need for Maintenance, replacement items and stock as required.
- Organizing replacement cover during periods of sickness or leave.
- Maintaining safe working practices when using any tools/equipment.
- Provide technicians with supports and/or coaching as needed.
- Ensuring security of all installations regarding to Phare Campus and performance locations.
- Ensure that circus tent and its compound are cleaned, organized and safe.
- Maintain properties of Phare in the campus.
- Ensuring the Technical team fixes materials and infrastructures when needed.
- Conducting a monthly meeting with the technical and circus teams, and other relevant teams to discuss the needs and achievements of the Big Top.
- Follow up and give supports to the technical team working on projects and make reports.
- Ensure technical requirements for the circus shows are thoroughly checked and prepared well ahead of the time of performing.
- Prepare schedules for the technical team members to be on duties for the shows.
- Provide students and artists with safety equipment for their performance and rehearsal.

- To be with/or in contact with the technical team at all times during the shows and/or projects in order to timely support the team.
- Provide the team and/or students with relevant technical training as needed.

Health and Safety

- Ensuring safe working practices are followed, promoting safety and protection of people and equipment.
- Monitoring and supporting performing activities and ensuring that all aspects of H&S related to the use of stage technical installations is followed.
- Regular site inspections of technical installations, including being involved in pre-show meetings with the technical team members, students, artists, and other people doing show related activities.
- Maintaining secure and tidy storage of all technical equipment, checking stock against inventories and updating on a regular/quarterly basis.
- Creating and reviewing Risk Assessments in liaison with the Facilities Manager and helping to communicate updated safety news to all concerned.
- Ensuring that all actions prescribed by a risk assessment are implemented and maintained.
- The safety inspection, maintenance and repair of lighting, sound and stage equipment.

Administrative Tasks:

- In conjunction with the Facilities Manager, manage Facilities Department expenses,
- Prepare budget for related projects
- Maintain inventory list of technical materials/equipment
- Make reports, and
- Perform any other tasks as may be assigned by the Facilities Manager and/or Executive Director.

Requirements/Qualifications:

- Bachelor's degree in mechanical or electrical engineering, renewable energy or a related field.
- Extensive experience working in designing and installing electrical, sound system or light controller.
- Deep knowledge of solar energy systems, electrical systems, and hydraulic systems.
- Experience in project management and budgeting.
- Fluent in spoken and written English.
- Excellent interpersonal and communication skills.
- Strong organizational skills.
- Be able to work on own initiative as well as part of a team.
- Ability to manage multi-task
- Ability to meet multiple project deadlines.
- Have time management and planning skills.
- Strong organizational skills.
- Highly proficient in Microsoft Office packages – mainly Word, Excel and PowerPoint.
- Strong initiatives and flexibility
- Good attention to detail.
- Willingness to travel to remote areas.
- Motivated to take on new challenges and learn new things.
- Experience in working with NGO, tourism or arts sector is an asset

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.