

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 **Festival & Event Coordinator** to be based in Battambang province.

Job Title: Festival & Event Coordinator

Report to: Director of Projects

Employment type: Full-time; 40 hours/week

Location & Mobility: The position is based in Battambang province, Cambodia. Travel is expected to Phnom Penh and Siem Reap.

Job Summary

Under direct supervision of the Executive Director, the Festival & Event Coordinator is responsible for festivals and events coordination, fundraising, audience development, booking venues, schedule speakers, and “on the ground” coordination of the festivals and/or events.

He/she must be able to understand requirements for each festival and/or event, and plan festival, or events with attention to financial and time constraints; He/she must be well-organized and competent in vendor management. The goal is to organize unforgettable festivals and/or events that will ensure the entertainment of participants and facilitate the completion of business objectives.

Main Responsibilities:

1. The Festival & Event Coordinator’s responsibilities include:

- Assisting the HR and Administration with hiring and contracting students and volunteers.
- Maintaining gmail group lists for artists, volunteers, membership, donors, and sponsors
- Writing and sending thank yous for artists, donors, and sponsors.
- Maintaining festival and Event database
- Administrating Letters of Agreement and contracts for artists
- Communicating with artists

- Organizing door prizes, contests, and raffles as a way to collect more contacts & e-mails leading up to and during the festival.
- Writing copy for various marketing materials
- Assisting with photoshoots and video shoots for marketing purposes when needed.
- Creating and delivering e-mail invites and organizing list of recipients for various festivals and events.
- Coordinating special events
- Assisting with pick up and distribution of print materials
- Facilitating the festival and event survey, including a post-festival/event report

- Creating signage for the festival/event

- Inviting VIPs to the festival/event
- Helping where needed throughout the festival /event – “On the ground” project management, including coordinating multiple events, staff, students, and volunteers
- Helping the Fundraising Committee organize and execute annual festivals/events, including managing the master business list
- Facilitating the mail-out of private donor campaign
- Assisting as needed with grant writing
- Understand requirements for each festival and/or event
- Plan festival and/or event with attention to financial and time constraints
- Book venues and schedule speakers
- Research vendors (catering, decorators, musicians etc.) and choose the best combination of quality and cost
- Negotiate with vendors to achieve the most favorable terms
- Manage all festival and/or event operations (preparing venue, invitations etc.)
- Do final checks at the day of the festival and/or event (e.g. tables, technology) to ensure everything meets standards.
- Oversee festival and/or event happenings and act quickly to resolve problems
- Evaluate festival and/or event’s success and submit reports.

Requirements and skills:

- A passion for the arts
- Experience with festival, or event planning and on-site project coordination
- Strong writing skills
- Familiarity with Word, Google Docs, and Excel Programs as well as using email
- Strong organizational skills and highly detail-oriented
- Strong communication skills, and negotiation ability
- Strong customer service skills, in person and in email correspondences
- Ability to multi-task well and remain calm
- Ability to provide positive and creative leadership to a team of staff, students, and volunteers
- Must be reliable and self-motivated, have a positive attitude, and be a good team member
- Knowledge of basic festival and/or event protocol is a plus
- A proven track record of organizing successful festivals or events
- Excellent vendor management skills
- Knowledge of basic recruitment practices
- Well-organized with multi-tasking skills
- Problem-solving ability
- Degree in hospitality management, public relations or relevant field is preferred
- Experience working in NGO, tourism or arts sector is an asset
- Experience working in a multicultural environment is an asset
- Strong initiative and flexibility
- Fluent in Khmer and English both spoken and written, in French language is an advantage

Please submit your application with detailed CV and recent photo to Phare Ponleu Selpak through contact below by **6:00PM of March 14, 2025**

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.