



JOB DESCRIPTION: Cambodian Living Arts Marketing and Communications Intern

PART A: General Information

Position title:	Marketing and Communications Intern
Place:	Phnom Penh
Responsible to:	Marketing and Fundraising Manager
Assisted by:	Marketing and Communications Coordinator
Contract type:	Fixed-term Contract (4 months period)

PART B: About Cambodian Living Arts

CLA's mission is to be a catalyst in a vibrant arts sector, inspiring new generations. Founded in 1998 by musician, genocide survivor, and human rights activist, Arn CHORN-POND, CLA's first decade focused on preserving and reviving living heritage by enabling surviving master artists to pass on their artistic knowledge to the younger generation.

Having successfully revived and preserved traditions that neared extinction, we shifted our focus to build sustainability and support a new generation in the arts. In this phase, we started offering scholarships, fellowships, and professional development training while creating job opportunities. To support the evolving environment, CLA also engaged in cultural policy advocacy, supported the development of culture and arts education in public schools, and built new audiences for the arts.

Since 2017, we have also focused on creative expression, stimulating creativity among a new generation of artists by providing small grants, running creative skills workshops, and supporting the creation of new work.

After two decades, we have fully evolved our role as a grant-maker and catalyst in strengthening creativity and expression through various grants and commissioning new works to develop a healthy arts ecosystem.

PART C: Position overview

At CLA, we are committed to fostering an environment where creativity thrives, and everyone feels supported, respected, and empowered to express themselves.

Join our diverse team that thrives on innovation and creativity!

We welcome passionate fresh graduates from all backgrounds to join our Marketing and Communications team on an exciting journey to empower our community through your creativity and talents. This opportunity offers hands-on experience and professional growth in the arts and the broader cultural sector.

Beyond an allowance, this role offers the chance to learn, engage and connect with the artists, and people working in the arts sector. You'll enhance your marketing, communications, and teamwork skills by collaborating with our diverse teams through arts. Work with us on impactful projects that shape the cultural landscape and develop your practical skills in the arts and culture sector.

As part of our Marketing and Communications team, you will help tell our inspiring stories to audiences both locally and internationally through various social media platforms, including Facebook, Instagram, YouTube, Telegram, and our websites. You will be part of our dynamic team to create engaging content and designs in multiple formats—text, visuals, and more—for online platforms. Plus, you'll be involved in organizing exciting arts events such as meetings, sharing sessions, workshops, and festivals.

No worries if you don't have any background or experience in the arts. We open this opportunity to support youth individual like you. Our goal is to broaden the talent pool in the arts and expand interest among young professionals from diverse backgrounds in pursuing careers within arts and cultural organizations by offering practical and meaningful experiences.

Apply now to embark on this exciting journey with us!

PART D: Responsibilities/ Deliverables

- **Desire in Marketing and Communications:**
 - Promoting opportunities and events on social media.
 - Ability to collaborate with marketing teams to enhance visibility.
- **Social Media Management:**
 - Monitoring updates and content for various platforms, including Cambodian Living Arts, Season of Cambodia festival, and founder's websites.
 - Managing and scheduling social media content posting.
- **Content Creation:**
 - Work with team to create multimedia content (pictures, videos, text) that aligns with branding guidelines.
 - Desire/experience in shooting videos, producing voiceovers, and writing engaging social media captions.
- **Engagement and Interaction:**
 - Ability to monitor social media engagement and address questions or concerns promptly.
 - Fostering community interaction and engagement on social platforms.
- **Cultural Insight:**
 - Willingness to attend arts events and cultural activities to gain insights and inform content creation.
- **Team Collaboration:**
 - Ability to work closely with team members to ensure cohesive and consistent content across platforms.
 - Participation in weekly staff meetings and other relevant meetings as required.

PART E: Required skills and experience

- Fresh graduates in Marketing, Communications, or related field.
- Experience or interest in marketing, communications, and social media.
- Excellent communication skills, teamwork, and flexibility.
- Creative and eager to learn, with an interest in promoting the arts.
- Proficiency in written Khmer and English is a plus.
- Familiarity with publishing programs like Adobe Photoshop and Adobe Premiere.
- Ability to work with diverse team and be respectful.
- Ability to work independently and collaboratively as part of the team.
- Attention to detail.

PART F: Benefits and Professional Development

- Strengthen marketing and communication skills through hands-on experience
- Gain insightful knowledge about the arts and culture.
- Network with artists and people working in the arts sector.
- Enhance teamwork skills by working closely with diverse teams
- Contribute to meaningful projects that positively impact the cultural landscape.
- Grow professionally in the arts and cultural sector.

PART G: Other

Allowance:	Competitive allowance
Period:	September – December 2024
Type:	Full time
Working Hour:	8:00 AM -12:00 PM or 1:30 PM – 5:30 PM

Deadline: 20 August, 2024

For further inquiries about the position and to submit your CV, please email to comms@cambodianlivingarts.org or submit to telegram: 086 672 860 (@suolnary)
For more information, please visit our [website](#).