



JOB DESCRIPTION: Cambodian Living Arts Graphic Design & Communications Intern

PART A: General Information

Position title:	Graphic Design & Communications Intern
Place:	Phnom Penh
Responsible to:	Marketing and Fundraising Manager
Assisted by:	Marketing and Communication Coordinator
Contract type:	Fixed-term Contract (5 months period)

PART B: About Cambodian Living Arts

Founded in 1998 with a mission to catalyze a vibrant arts sector, CLA initially focused on reviving and preserving traditional performing arts on the verge of disappearing. During that period, CLA supported master artists in passing their knowledge to over 300 students in various art forms across Cambodia.

By the 2010s, CLA shifted toward nurturing a new generation of young artists by offering scholarships, fellowships, fair-paying jobs through regular performance platform, professional development programs, and a five-year pilot arts education program in select public schools.

Since 2017, in response to limited resources for artists and cultural workers, CLA has provided small grants, creative skills workshops, and support for new works. Today, CLA supports artists and organizations across all art forms, with an emphasis on strengthening and developing the entire arts sector.

PART C: Position overview

Are you passionate about the arts? Do you want to make a meaningful contribution to the art community through your creativity and design skills?

We're looking for a young Cambodian fresh graduate to join us as a Graphic Design & Communications Intern! We welcome recent graduates with no prior arts experience or arts degree to work with us. Our goal is to inspire young creatives from outside the arts sector by providing hands-on experience, but you'll need commitment to work full-time with our Communications team.

The ability to transform concepts into beautiful visuals is key. This skill will help us share CLA's stories, activities, and opportunities across our vibrant social media platforms — Facebook, Instagram, YouTube, and Telegram. You'll work with our communications team

to craft engaging content and eye-catching designs for our digital platforms, helping us connect and engage with our audience in a meaningful way, reach wider and beyond.

PART D: Responsibilities

Required:

- Design visual content for social media and website including posters and printed materials for CLA's open call and cultural programming.
- Manage social media calendars for regular updates to engage audiences
- Create simple and engaging texts and captions for all social media platforms
- Ability to transform concepts into visual designs following project requirements and brand guidelines
- Photo and video editing skills are a plus
- Manage digital assets and maintain organized file archives

Qualifications:

- Fresh graduates with creative media and design experience, including those from non-art related fields
- Available for full-time work
- Time management skills with ability to meet deadlines
- Proficiency in design software (Photoshop, Illustrator, InDesign, and Lightroom)
- Attention to detail and Khmer language proofreading skills
- Attend weekly staff meetings
- Females are strongly encouraged to apply

PART F: Benefits

Allowance:	Competitive Allowance
Period:	5 months (Fixed-term contract)
Type:	Full Time
Working Hour:	8:00 AM -12:00 PM & 1:30 PM – 5:30 PM
Work Day:	Monday – Friday

Application deadline: March 31, 2025

Contact info:

- Email: comms@cambodianlivingarts.org
- Telegram: [@Suolnary](https://t.me/Suolnary) / +855 86 672 860