

## JOB DESCRIPTION: Fellowship Coordinator, South-South Arts Fellowships

### PART A: General Information

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<b>Position title:</b>	Fellowship Coordinator, South-South Arts Fellowships
<b>Contract:</b>	June 2022 – February 2023 Average 1-2 days per week
<b>Place:</b>	Remote
<b>Responsible to:</b>	Fellowship Curator
<b>Assisted by:</b>	Finance Team

### PART B: About Living Arts International

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Living Arts International (LAI) is a non-profit organization, which believes that arts are at the heart of a vital society. Our vision is for a peaceful, sustainable future with living arts as a catalyst for change. At LAI, we are the organization that connects [Cambodian Living Arts \(CLA\)](#) and [Mekong Cultural Hub \(MCH\)](#), both of which have been supporting cultural workers in Cambodia, southeast Asia and beyond, since 1998 and 2018 respectively. Our pilot international program - the [South-South Arts Fellowship 2022](#) - and future initiatives will champion the arts as an agent of transformation, foster global knowledge exchange and empower emerging leaders and arts organizations in the Global South. Our aim is to initiate policy-driven, transnational cultural actions, inspired by the resilience of arts communities operating in societies experiencing conflict as well as those in a post conflict stage of development.

### PART C: Position overview

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LAI is recruiting a new position of Fellowship Coordinator from 01 June 2022 to 28 Feb 2023 to support its new international pilot program, the [South-South Arts Fellowships 2022](#). This is a part-time position requiring 1-2 days per week; the workload will vary according to the Fellowship schedule (e.g. during a week where there is a workshop, more than 2 days may be required, but during a period with no external activities, 0.5-1 days' work would be required e.g. supporting on social media). This is a remote working position. If the candidate is based in either Phnom Penh or Taipei, LAI can make office space available.

LAI has launched the South-South Arts Fellowships in March 2022 as its pilot international program. The Fellowships seek to support cultural workers in developing economies in Africa (including North Africa), Asia (including West Asia and Central Asia) and the Pacific to build initiatives that enable long-term professional networks, alliances and collaborations within the Global South. Five Fellowships will be offered in 2022. Fellows will be selected in June 2022. Selected fellows will work on individual and collective initiatives over 6 months from July to December 2022 - they will organise up to 8 virtual or hybrid activities during this period.

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We are looking for a candidate with strong coordination and liaison skills, who is well organised and can work with the Fellowship Team to support the smooth and successful implementation of the fellowships between June 2022 and February 2023. This will involve tasks such as coordinating logistics for virtual workshops, supporting Fellows in preparing project plans and budgets, drawing up TORs, coordinating transfers of funds, and supporting with information gathering and reporting.

The Fellowship Coordinator will be an active member of the Fellowship Team, collaborating with and supporting the Fellowship Curator on implementation as well as co-ordinating communications with and among the selected Fellows, Advisors and the LAI team.

The Fellowship is a cross-cultural program involving staff and participants from multiple regions. The working language of the program is English; however, to best support our participants and increase the inclusivity of the program we are seeking a candidate who is proficient in French, as well as working English.

## **PART D: Responsibilities**

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### **PROJECT COORDINATION**

- Coordinate activities and administration of the South-South Arts Fellowships program between June 2022 - February 2023
- Contribute ideas to the development and communication of the program
- Support the work of the Fellowship Team (i.e. Fellows, Advisors, Fellowship Curator, LAI team) and co-ordinate communications among them
- Regularly organise virtual meetings among project participants and be responsible for invitations, RSVPs, Zoom management, preparation of agenda, time keeping and meeting notes/action points
- Support the organisation of two virtual workshops among project participants
- Co-ordinate with the selected fellows on their virtual/hybrid activities
- Maintain up-to-date documentation of the program

### **FINANCIAL MANAGEMENT**

- Prepare and administer contracts for international project participants
- Maintain a schedule of project-related payments
- Prepare and administer payments for international project participants

### **COMMUNICATION**

- Support social media communications for the project (draft, proofread, schedule and promote posts across different channels)
- Maintain and update the fellowship website (content, design, technical maintenance)
- Promote program communications among relevant networks
- Maintain program-related database of contacts
- Proofread project documents (reports, contracts, website and social media content)

## **PART E: Required skills and experience**

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- Must meet the nationality and residency requirements of the South-South Arts Fellowship<sup>1</sup>
- In-depth knowledge and experience on project coordination in arts and culture
- Able to effectively communicate with individuals from diverse regions, countries and contexts
- High level of proficiency in French speaking, reading and writing
- Working proficiency in English – for project meetings, emails and administration
- Proficient in social media communications, basic website administration and MS Office
- Strong attention to detail and an investigative nature
- Organised and efficient
- Confident in working with a high degree of autonomy
- Flexible, personable and a good problem solver
- Proficiency in Arabic or Portuguese reading, writing and speaking would be an advantage (not essential)

## **PART F: Remuneration**

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<b>Fee:</b>	\$8,500 USD Gross fee payable in three instalments
<b>Contract term:</b>	June 2022 – Feb 2023

## **PART G: How to apply**

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To apply please send a one-page cover letter in English explaining why you want this job and why you are a good candidate, plus your resume, including 2 references, to [southsouthartsfellowship@gmail.com](mailto:southsouthartsfellowship@gmail.com).

If you prefer, you may send us a video instead of a cover letter. In this case it should be no longer than 4 minutes.

Only short-listed candidates will be contacted for an interview.

**Closing date:** 30<sup>th</sup> April 2022 (by 23:59 Cambodia time)

<sup>1</sup> Eligible countries and territories include: Afghanistan, Algeria, Angola, Armenia, Azerbaijan, Bahrain, Bangladesh, Benin, Bhutan, Botswana, Brunei Darussalam, Burkina Faso, Burundi, Cabo Verde, Cambodia, Cameroon, Central African Republic, Chad, China (including Hong Kong and Macau SARs), Comoros, Democratic Republic of the Congo, Republic of Congo, Côte d'Ivoire, Djibouti, Egypt, Equatorial Guinea, Eritrea, Eswatini, Ethiopia, Fiji, Gabon, The Gambia, Georgia, Ghana, Guinea, Guinea-Bissau, India, Indonesia, Islamic Republic of Iran, Iraq, Jordan, Kazakhstan, Kenya, Kiribati, Kuwait, Kyrgyz Republic, Lao P.D.R., Lebanon, Lesotho, Liberia, Libya, Madagascar, Malawi, Malaysia, Maldives, Mali, Marshall Islands, Mauritania, Mauritius, Micronesia, Mongolia, Morocco, Mozambique, Myanmar, Namibia, Nauru, Nepal, Niger, Nigeria, Oman, Pakistan, Palau, Papua New Guinea, Philippines, Qatar, Rwanda, Samoa, São Tomé and Príncipe, Saudi Arabia, Senegal, Seychelles, Sierra Leone, Solomon Islands, Somalia, South Africa, South Sudan, Sri Lanka, Sudan, Syria, Tajikistan, Tanzania, Thailand, Timor-Leste, Togo, Tonga, Tunisia, Turkmenistan, Tuvalu, Uganda, United Arab Emirates, Uzbekistan, Vanuatu, Viet Nam, Palestinian territories, Yemen, Zambia and Zimbabwe. Applicants are expected to be (a) citizens of any of the countries/territories listed above and (b) to be residing and working in any of these eligible countries/territories. Both conditions must be met. However, consideration may be given to applicants who are based in the Global North, owing to recent circumstances beyond their control affecting their countries/territories of origin