



អង្គការល្ខោនគំនិត
LAKHON KOMNIT
 organization

Lakhon Komnit Organization

Job: Communications Assistant

Date: 4 March 2021

WHO WE ARE

Lakhon Komnit (meaning “Thinking Theatre” in Khmer) are a team of Cambodian theatre artists who design and facilitate Lakhon Niyeyay (spoken theatre) workshops, projects and performances with communities, NGOs, schools and universities across Cambodia.

Originally founded in 2016, Lakhon Komnit registered as a Cambodian NGO in 2019.

Vision

Lakhon Komnit Organization’s vision is for *Lakhon Niyeyay* (Cambodian Spoken Theatre) to be known and valued as a meaningful artistic practice which fosters critical thinking and improves the lives of [Cambodian] communities.

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Mission

Lakhon Komnit is dedicated to providing opportunities for Cambodian people to participate in, create, perform and watch Lakhon Niyeyay. These intellectually and emotionally stimulating experiences can be a catalyst for reflection and self-development.

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The role: **Communications Assistant**

Reports to: Communications & Fundraising Manager

Key relationships: Executive Director, Projects Assistant, Artists

Employment type: Part-Time, Fixed Date Contract

Salary: Starting at 250 \$ / month (Full time equivalent 315.5 USD)
increase subject to performance during 3 month probation period

Working hours & location: Part-Time 32 hours / week - flexible schedule Mon-Sunday to respond to LKO's changing schedule of workshops, projects and activities

@ LKO workspace in Battambang Town

Elsewhere at workshop and project locations as necessary:

mostly in Battambang with occasional travel within Cambodia

PLEASE NOTE:

LKO is a new organization with a small team. The scope of work in each role will therefore be broad and focused on development of the staff team's individual and collective capacity, and the development of the organization's work to achieve our goals. Each member of staff is expected to work to the best of their ability, and to be flexible and open-minded about working in a varied role for a growing organization.



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Role summary (purpose)

Main goal: Produce a variety of Communications material to document and engage more people with LKO's work.

Responsibilities:

- Grow LKO's Facebook and YouTube audience by regularly creating and sharing interesting content
- Create LKO's signature style(s) for Facebook and YouTube videos
- Produce at least 1 video per week, following LKO brand and style guidelines
- Capture LKO's varied and changing program, by attending workshops, performances and projects to photograph and video work
- Maintain well-organised storage of photos and videos

Contribute to:

- Drafting and implementing LKO's Communications Strategy 2021
- Fundraising by providing and producing photos and videos to support applications and campaigns
- Reporting - by providing and producing photos, videos and statistics
- Interviewing stakeholders - participants, audience members, authorities etc, to capture impact

Requirements:

- Cambodian Nationals only
- Examples of your work (photos, videos etc)



Note: You do not need to have formal qualifications, we are looking for someone with talent and passion to join our team of creative people.

Essential Skills:

- Visual storytelling
- Strong eye for visuals and design
- Confident photographer
- Experienced with planning, shooting and editing video, including subtitles
- Passion for connecting with people via Social Media - particularly Facebook and YouTube
- Able to talk about LKO's purpose and activities in a compelling way to a variety of people

Essential attributes:

- Strong communication skills
- Ability to prioritise and manage own workload
- Honest and reliable
- Willing to ask questions and ask for help
- Keen to learn, develop and improve skills
- Presentable, polite and approachable

Desirable:

- Experience in a similar role
- Strong interest in Khmer arts

Languages: Khmer - native spoken and written proficiency

Ability in English language is a bonus. However, candidates with strong visual, photo and video skills who have limited / no ability in English language are still strongly encouraged to apply.



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Note: This is a new role and the Job Description may change and develop as the organization grows. Changes will be discussed and agreed with the post holder.

Any questions?

Contact us: lakhonkomnit@gmail.com // Facebook @lakhonkomnit // 070403495

Ready to apply?

Send your CV, a cover letter and some examples of your work (photography, video, Social Media) to lakhonkomnit@gmail.com Deadline: 22 March 2021