



JOB DESCRIPTION

General Information

Position title: Projects Manager - Cambodia

Report to: Co-Directors

Place: Kampot

Salary: \$XXXXXX

Overview - Projects Manager - Cambodia

Based at Epic Arts Centre in Kampot, Cambodia, the Projects Manager's main role is to oversee and monitor activities related to all projects at Epic Arts Cambodia, maintaining relationships with existing project partners and managing new projects initiated by the Co-Directors. Monitoring impact and evaluation is also key to the role.

The Projects manager will report weekly to the Co-Directors and Country Management team on the progress of project work plans, relations with partners and project Staff. Weekly liaison with the management team will be key to the role to ensure the continued smooth running of Epic Arts programmes (Education, Community, Social Enterprise) alongside any projects as staff and teaching timetables continuously over lap.

The Projects Manager will act as line manager for the Projects Officer and will be responsible for the scheduling and development of this member of staff in line with the overall Projects Team plan. The Projects Manager will have authority over all project staff, however, any staff issues should be reported to the CMT and Co-directors who remain overall line managers.

Line Managers: Co-Directors Onn Sokny (Country Director) and Anthony Evans (International Director)

Responsibilities

- Creation of work plans to support Epic Arts yearly plans in partnership with Co-Directors
- Monitor Google Calendar and work with management staff to ensure it is up-to-date for all projects and does not clash with programmes.
- Oversee and monitor the delivery of all current work plans, schedules and deliverables related to **all projects** and report weekly to Country Director and CMT.
- Monitor the Impact and evaluate all projects effectively by implementing a new data collection and impact monitoring system along with the Projects Officer.
- Communication and Marketing responsibilities related to both Epic Arts Projects and Programmes including updating the website, blogging and social media.
- Lead on the implementation of a new online project management system to work alongside current systems.
- Line management of Projects Officer
- Ensure punctuality of staff and students across all Projects.
- Working closely with the Co-Directors and Country Management Team ensure high quality standards and best practice is maintained in all areas. In particular, Finance, Health and Safety and Child protection, ensuring Epic Arts policy is practiced at all times.
- Support the Operations Manager with coordination of performances and workshop teams for activities in and out of Epic Arts Centre.
- Oversee and monitor visiting artists and support programme managers/line managers/team leaders in their work with visiting artists ensuring high quality standard
- Work closely with Human Resources and Co-Directors, ensure all internal policies are updated and current and support staff with appraisals of both staff and students when required
- Working alongside the Office Advisor to act as a mentor to the Country Management Team and develop their skills and knowledge in project management and arts management
- Act as a professional role model and respected representative of Epic Arts, within and outside Epic Arts
- Uphold the Epic Arts values outlined in the Epic Manifesto and act as an inclusive ambassador at all times

Personal Qualities and Skills

- A highly organized person able to manage a number of different tasks to a high level of quality at all times.
- Have experience of project planning and scheduling as well as implementation of project plans
- Be practical and able to think logistically
- Be able to write and present clear activity reports and keep detailed records of progress
- Be an effective communicator able to communicate on a variety of levels with different people including staff, students, local and foreign staff
- Be an excellent role model to developing arts managers in the organization and will support them to develop their skills within their role
- Have high standards and an inclusive and adaptable approach to your work
- Be independent and able to work well as an individual and as a part of a team
- Have the ability to mentor and support others to develop their skills and knowledge
- Have knowledge of the arts and arts management
- Have excellent people skills and a high level of emotional intelligence
- Be a strong problem-solver and an active listener