

## **JOB DESCRIPTION:**

### **Program Manager, Networks & Alliances**

#### **PART A: General Information**

---

<b>Position title:</b>	Program Manager, Networks & Alliances
<b>Job grade:</b>	6
<b>Reporting to:</b>	Managing Director
<b>Working with:</b>	Program Manager, Fellowships & Training; Finance Department of Living Arts International
<b>Location</b>	The position is open to candidates from and based in South-East Asia and Taiwan. If the selected candidate is based in either Phnom Penh or Taipei they may work at a Living Arts International office. Otherwise, they will work remotely, with approximately 1-2 trips within South-East Asia and Taiwan per year.

#### **PART B: About Mekong Cultural Hub**

---

Mekong Cultural Hub (MCH) is a non-profit organisation, whose mission is to empower diverse cultural practitioners to bring to life their visions for a sustainable and inclusive Asia. We initiate projects and work on collaborations all around Asia. We particularly focus on Cambodia, Laos, Myanmar, Taiwan, Thailand and Vietnam. Since 2018, we have connected more than 200 artists and other cultural workers from the region for professional exchange, co-creation and collaboration.

MCH aims to address the systemic lack of connectivity among artists and cultural practitioners in Asia. Our actions respond to challenges that our network faces, from a lack of resources, to sensitive social and political contexts, limited access to in-country training and development, and few opportunities to exchange knowledge and collaborate with peers from neighboring countries.

MCH is part of Living Arts International (LAI) family of organisations, which also includes [Cambodian Living Arts](#) and [Connecting South](#). LAI's head office is in Phnom Penh, Cambodia, where we have 20 staff. MCH has an office in Taipei, although our team works remotely from different locations.

---

## **PART C: Position overview**

---

MCH is recruiting a new position of Program Manager, responsible for leading programs and projects related to Networks & Alliances. The Program Manager will work alongside existing Program Manager, Jennifer Lee, who leads on programs and projects related to Fellowships & Training, and Frances Rudgard, Director of MCH.

We are creating this new role because a core aspect of MCH's strategic plan for 2023-2027 is to further develop the MCH network, by expanding our 'hub and spoke' model. We are doing this by establishing at least one formal 'hub partnership' in each of our six focus countries. The hub partners are local organisations or networks who can work, with us and with each other, to share, deliver and create opportunities for cultural practitioners looking to connect and collaborate across Asia, and in doing so build a regional community of practitioners working across art, culture and society.

In the short to medium term, MCH is providing structure, resources and facilitation to support the hubs network to develop. The Program Manager, Network & Alliances will be the lead MCH staff member growing and coordinating this network.

So far MCH already has one established hub partner in Vietnam, and plans to bring on two new partners from Myanmar and Thailand in April 2024. By late 2026, we expect to have six active hubs working together. Due to the grassroots nature of the partners we are working with, the Program Manager should expect to work closely with the Local Hubs individually and collectively to establish ways of working and communication channels.

In addition to leading the Hubs Network, the Program Manager will work closely with the Director in building and maintaining partnerships with other organisations and in representing MCH within networks (e.g. related to mobility, or to artistic freedoms) that it is part of.

Another priority project of MCH is the Meeting Point on Art & Social Action, which takes place every 18 months. This is a major project, which brings together several programs, and involves all of the MCH team to organise, along with our Local Hub Partners and additional production support. The Program Manager, Networks & Alliances will be responsible for leading specific aspects of the Meeting Point program that relate to networking and alliance building. For example, the Local Gatherings Program, and the Community Workshops. Meeting Points are currently planned for March 2024 (Hanoi), September 2025 (Vientiane) and March 2027 (location to be confirmed).

MCH is a small organisation, with a core team of three staff, actively working with a vibrant network of collaborators and partners across Asia and internationally. The role will suit someone who enjoys working cross-culturally, and is happy working both strategically and in a hands-on way. Jennifer is based in Taipei, and Frances is based in London, while our Fellows, Hub Partners and Collaborators are across Asia and beyond. Therefore, the role requires remote working, with some travel (estimated 1-2 trips within Asia each year).

## **PART D: Responsibilities**

---

### **Program & Project Management**

- Developing and implementing annual plan for programs and projects under your leadership, on time and within budget. Implementation includes:
  - Developing all necessary documentation in support of the program (from open call, to contracts, to evaluation)
  - Coordinating outreach and promotion of the programs and projects under your leadership, including social media and website updates
  - Working closely with Collaborators and Fellows involved in the programs
- Leading the following Programs:
  - Local Hubs Network
    - Building and maintaining a network of six Local Hub partners by 2026
    - Facilitating Local Hubs to promote and share news and opportunities, including from MCH
    - Facilitating Local Hubs to coordinate mobility funding and knowledge-sharing programs within their communities
    - Organising annual (approximately) in-person, multi-day workshops for the Local Hubs network, focused on strategy, skills exchange, networking and planning
    - Coordinating Local Hubs' engagement with Meeting Point
    - Supporting Local Hubs' to strengthen their organisational and networking capacity
  - Meeting Point
    - Local Gatherings program, including facilitating networking and sharing among the hosts who MCH is supporting to organise local meetings as part of the wider Meeting Point
    - Community Workshops, coordinating recruitment of artists, practitioners and organisations who can run workshops during the in-person Meeting Point
    - Generally supporting Meeting Point coordination
- Collaborating with colleagues on implementation of all MCH programs and projects

### **MCH Culture & Strategy**

- Through MCH's ways of working, and regular exchange and reflection with MCH colleagues and collaborators, ensure that Fellows and Collaborators involved with MCH feel supported, respected and engaged by their experiences in our programs and projects
- Pay careful attention to needs and issues coming up for our Fellows and through our networks, so that MCH can respond to on the ground concerns
- Proposing new programs/ projects related to your area
- Contribute to planning and strategy for MCH
- Participate in regular team meetings

### **Administration**

- Work with the LAI Finance Team to process payments related to programs under your direct leadership
- Supporting with reporting and proposal development as needed
- Supporting in developing and monitoring the annual budget

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

---

- At least 5 years' relevant work experience in coordinating transnational networking and collaboration between individuals and small organisations
- Knowledge of and involvement with culture and society networks around Asia; it is desirable if this includes the Mekong Region and Southeast Asia, and ideally includes working with artists and other cultural practitioners
- Experienced in guiding and supporting individuals and organisations to develop and improve
- Able to work well independently, and manage your own time to complete tasks/ projects
- Very good written English (it doesn't need to be perfect but needs to be good enough that you can easily work in English all the time and create professional content in English)
- Demonstrated interest in the aims of MCH e.g. leadership development, network building and connecting arts and society
- Experience working in cross-cultural teams
- Knowledge of South-East Asian language(s) an advantage, but not essential
- Skills including social media, design and fundraising are an advantage, but not essential
- From and based in South-East Asia or Taiwan, and with the required permissions to work and pay taxes in the location where you are based

## PART F: Compensation

---

<b>Starting salary:</b>	\$1,800 USD monthly*
<b>Salary review:</b>	Annual
<b>Probation period:</b>	3 months
<b>Contract term:</b>	2 years for consultants / undefined duration for employees
<b>Leave entitlement:</b>	35 Days Annual leave (including national holidays in your country plus personal leave combined)

\* salary is based on LAI's salary scale which is indexed to Phnom Penh, Cambodia. Salary may be negotiated based on location of the selected candidate.

## PART G: How to apply

---

To apply please send a cover letter (maximum two pages) explaining your interest in the role and why you think it's a good fit for you based on the job description provided above. Please send your letter, along with your CV / resume, to [frances@mekongculturalhub.org](mailto:frances@mekongculturalhub.org). Short-listed candidates will be contacted for an interview during the first week of September. Offers will be subject to reference checks.

Closing date:

27<sup>th</sup> August 2023

If you have any questions about the role or the application process we will be really pleased to hear from you, and are happy to arrange an informal conversation if it will help. Please don't hesitate to reach us on the email address above if you would like to discuss anything.