

JOB DESCRIPTION: Program Director, Mekong Cultural Hub

PART A: General Information

Position title:	Program Director
Place:	MCH can provide office space in Phnom Penh, Taipei or Chiang Mai, but the candidate is not required to be based in any of these locations. The position can be fully remote.
Responsible to:	Managing Director Living Arts International
Assisted by:	MCH Program Leads/ Managers, Head of Finance Living Arts International

PART B: About Mekong Cultural Hub

Mekong Cultural Hub catalyses transformation through the arts. Acting as a network and knowledge hub on art and social action, we champion the local practices of artists and grassroots organisations in Asia, particularly in the Mekong Region. We are part of the Living Arts International family of organisations, which is headquartered in Phnom Penh, and also includes Cambodian Living Arts.

Our mission is to empower diverse cultural changemakers to bring to life their visions for a sustainable, inclusive Asia. Our programming reflects our holistic approach to empowering changemakers, strengthening the sector, and advancing the role of arts in social transformation.

We recently completed a strategic planning process, and identified the following objectives to be achieved by 2030:

- Develop and scale a professional qualification in Art and Social Action in Asia
- Strengthen capacity of local grassroots cultural organisations in the Mekong Region to act regionally
- Influence structural issues impacting artists by advocating for the role of art and social action in regional development
- Establish MCH's knowledge-hub base in Chiang Mai

Our current programs and projects are:

- Network Development, particularly incubating the development of the Art & Society Hubs Network Asia,
- Training & Support, with recurring trainings on Ethical Dilemmas in Arts Practice and Psychological First Aid, and a dynamic Professional Exchange program
- Meeting Point on Art & Social Action in Asia, a process-led, mobile convening platform, which gathers approximately 120 people in person every 18 months
- Asia Spotlight, including documentation projects and events to showcase our Fellows the practice of art & social action in Asia

PART C: Position overview

The Program Director is a new position in the MCH team structure, which we are reviewing and reinforcing as we kick off our next five year strategy. The selected Program Director will be responsible for multi-year and annual program planning, setting the direction and allocating human and financial resources to ensure we deliver high quality programs, aligned to our strategy and tailored to the needs of our core stakeholders - grassroots artists and cultural organisations in Asia. The Program Director will also play an important and active role in building partnerships with other organisations working in arts, development, higher education/ research and human rights, whose work connects to our community and its ecosystem, as well as representing MCH and our network in public platforms and professional networks.

The role will require travel within Asia 3-4 times per year.

The Program Director will be part of a small and dynamic team, who are very dedicated to the work that we do. MCH's purpose is oriented around the community of Fellows and grassroots organisations in its network, and this guides all of our decision-making. We are looking for a Program Director who has experience working with grassroots, independent, creatives - whether artists or organisers - working for social change. The Director does not need to be a professional expert in the arts but must have a strong interest in the arts and be motivated by working with and for creatives.

The Director should have experience in planning, budgeting, and decision making. MCH has a highly collaborative working culture, with regular reflection, learning and continuous improvement. We are looking for someone who has a strong sense of direction but is open to changing course in response to the needs and opportunities of our community.

PART D: Responsibilities

Program planning and strategy

- Planning programs and projects according to MCH's strategic plan, vision/ mission and the workload of the team
- Providing strategic direction and support to the Program Managers and to external collaborators (e.g. facilitators, mentors and curators) in program design and delivery, with a strong focus on creating safe, transformative experiences for our Fellows
- Ensuring programs and projects are delivered with strong attention to detail on MCH's values
- Tracking all program activities to ensure smooth running, efficient use of resources and achievement of goals
- Bringing together temporary teams as needed for projects, for example Meeting Point
- Directly project managing major projects, for example Meeting Point
- Reviewing monitoring and evaluation produced for the programs/ projects and ensuring lessons learned are fed back into programming strategy
- Leading regular program team meetings

Program networks and partnerships

- Nurturing programmatic partnerships with peer and partner organizations in the arts, development, higher education/ research and human rights sectors
- Representing MCH at public events, seminars and workshops
- Supporting colleagues with fundraising work e.g. meeting with current and potential supporters, contributing to proposal development and reporting, as needed

People & culture

- Line managing/ direct supervision and support of MCH Program Manager for Fellowships & Training and MCH Program for Networks & Alliances
- Collaborating with colleagues at Living Arts International, for example Director of Cambodian Living Arts, and Executive Director of Living Arts International
- Actively building MCH's culture and embodying that through your actions and our activities

Budgets and finance

- Developing the annual budget for program activities and resources
- Monitoring program budgets and financial reports throughout the year, including project-specific funding
- Approving internal and program spending, as per authority set out in Living Arts International's policies

PART E: Required skills and experience

- Bachelors degree in any discipline
- Asian citizen, resident in Southeast Asia
- Creative, curious, compassionate and with a growth mindset
- Minimum 5 years of program management experience (project design, planning, workplan management, budget management and control)
- Arts management experience an advantage
- Advocacy experience an advantage
- High level of proficiency in written and spoken English
- Good networker and communicator

PART F: Compensation

Starting salary:	\$2,200-\$2,500 USD monthly*
Salary review:	Annual
Probation period:	3 months
Contract term:	2 years for consultants / undefined duration for employees

Leave entitlement:	35 Days Annual leave (including national holidays in your country plus personal leave combined)
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** 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 info@mekongculturalhub.org. Offers will be subject to reference checks.

Closing date: January 20th 2026, 6pm ICT (GMT+ 7)

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 or to set up an informal conversation to help you decide if you want to apply.