



# MIRAGE

Design Studio

is hiring!

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## We are looking for a Operations & Marketing Manager to join our team!

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### THIS IS YOU

- \* Open-minded, organized, reliable and hands-on
- \* Able to work well in a diverse and multi-lingual team
- \* Passionate about building relationships and can work independently
- \* Communicative, outgoing and passionate about arts and culture
- \* Experience in WordPress, Mailchimp, SEO and analytics
- \* Experience in Microsoft Office, Adobe Creative Suite is a plus
- \* Fluent English (writing and speaking), Khmer & other languages are a plus
- \* Based in Siem Reap, Cambodia

### THE JOB

- \* Work with an emerging inter-disciplinary design team
- \* Help establish a human resources and operations department
- \* Supervise file organization and IT maintenance
- \* Track project finances & invoicing to coordinate with accountant
- \* Supervise overall communication and digital marketing strategy
- \* Supervise website optimizations and digital marketing schedules
- \* Conduct market research, build partnerships and client relationships
- \* Coordinate project grants and proposals
- \* Mentor junior marketing and administration assistant
- \* Coordinate staff events and team-building activities
- \* Two months probation time, one year contract with the option to extend
- \* Sick leave, office holidays and paid annual leave
- \* Part-time position, potentially leading to a full-time position
- \* Competitive salary, based on experience and hours

### THIS IS US

- \* MIRAGE Design Studio is an emerging full-service design consultancy, that works on local and international projects in the fields of interior architectural design and graphic design. Our goal is to provide sustainable jobs and learning opportunities for creative minds, and uplift the creative community in Siem Reap and beyond. Our design studio is part of the MIRAGE Collective, a diverse group of creatives, artists and designers. Together we lead the MIRAGE contemporary art space & design studio in Siem Reap. In our gallery, we regularly organize exhibitions and other art events. Joining our team is an opportunity for you to help shape the development and growth of an emerging creative business.

### HOW TO APPLY

- \* Send your application to [design@mirage-collective.com](mailto:design@mirage-collective.com) before June 15, 2021