



## JOB DESCRIPTION: Sales Agent for *Bambu Stage*

---

### General Information

---

<b>Position title</b>	Sales Agent
<b>Location</b>	Siem Reap
<b>Salary Range</b>	USD 400-500 (net monthly)
<b>Conditions</b>	Need to clarify

### Context

---

*Bambu Stage* is a performance venue based in Siem Reap, offering creative daily shows about Cambodian culture. In 2019, *Bambu Stage* is evolving into a cultural destination and will be welcoming new performances and services. To do so, *Bambu Stage* is partnering with *Experience Cambodian Living Arts* for content production, sales and marketing.

Bambu Stage and ECLA are seeking for an Sales Agent to develop a portfolio of commercial partners (hotels, tour desks, agents, etc.), develop new business and actively seek new sales opportunities.

### Main Duties & Responsibilities

---

#### New partnerships

- Work with the Marketing Manager to make a list of potential partners (from hotels, tour agencies, tour desks)
- Every month meet with an agreed number of new contacts from this list to introduce *Bambu Stage*
- Every month get an agreed number of new contacts to sign up as partners with *Bambu Stage*
- Suggest new kinds of business or people we could approach to become partners of *Bambu Stage*

#### Existing clients

- Take excellent care of relationships with hotel, tour agency and tour desk partners
- Keep partners having an active relationship with *Bambu Stage* so that we increase ticket sales
- Have regular in person meetings with top partners, and find other ways (email, phone etc) to keep in touch with other partners
- Work with the Marketing Manager to arrange events and promotions for partners
- Make sure all partners have a relevant contract and up to date information about products and services from *Bambu Stage*



- Work with Bambu Stage team to make sure we are offering high quality services to our partners (e.g. easy booking, timely payments, good customer experience)
- Share ideas about how we could improve the experience or offering to increase sales
- Help solve customer problems

#### Reporting

- Use the database to keep track of all communications with partners and prospects, making sure information is up to date and accurate
- Prepare regular weekly, monthly and other reports about sales figures (using sales data)
- Use the reports to discuss with Bambu Stage and ECLA how we could increase sales and profits

#### **Application instructions**

---

To apply, please send a resume and a cover letter explaining your interest and suitability for the position, to [jon@bambustage.com](mailto:jon@bambustage.com) & [malar@bambustage.com](mailto:malar@bambustage.com)

Deadline: Sunday the 22<sup>nd</sup> July 2019

---

#### **About Bambu Stage**

Bambu Stage is a platform for performing arts in Cambodia—a performance venue with daily shows, a workshop space for Cambodian puppeteers, and a gathering space for artists and art lovers. We operate as a social enterprise and collaborate closely with NGOs, other social enterprises, and ethical businesses in the community.

We have two priorities. First: to change perceptions about the history, culture, and issues that affect Cambodia. When we're more informed, we become better travelers.

Second: to nurture local talent in professional, technical, and artistic collaboration.

Ultimately, our goal is to contribute to a sustainable arts sector in Cambodia. More on our work and current shows on [bambustage.com](http://bambustage.com)

#### **About *Experience Cambodian Living Arts***

*Experience Cambodian Living Arts (ECLA)* is a branch of the NGO *Cambodian Living Arts (CLA)*. ECLA creates sustainable and fairly paid jobs for artists and technicians, and give audiences an opportunity to experience quality, authentic Cambodian performing arts. They also contribute to financially support CLA's other programs.

We believe arts are at the heart of a vital society. We envision the arts and cultural expression as essential to a thriving future for Cambodia.



CLA's mission is to be a catalyst in a vibrant arts sector, inspiring new generations.

Our ongoing aims are to:

- Lead major artistic initiatives that support the development of the Cambodian artssector
- Facilitate international and regional exchange and promotion
- Support the continuity of Cambodia's artistic heritage

More on our work and current productions on [experience.cambodianlivingarts.org](http://experience.cambodianlivingarts.org)