

International Theatre Institute ITI
World Organization for the Performing Arts



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www.iti-worldwide.org
Director General: **Tobias Biancone**

ITI is recruiting for its headquarters in Shanghai/China

Bringing the Performing Arts to the Public

Events Manager

The International Theatre Institute ITI (World Organization for the Performing Arts) is looking for an **Events Manager**. The work includes:

- ITI World Congress: coordinate all stages of the Congress held every two years (next one in Manaus/Brazil, June 2016); preparing advanced and onsite registration, information, newsletter, assist the local coordinator with the programming and planning.
- World Theatre Day (27 March): coordinate the selection of the message author, disseminate the message, provide information for the website, coordinate the translation of the message and the event celebrations worldwide and organize a main event at UNESCO/Paris, Shanghai or elsewhere in the world.
- International Dance Day (29 April): same as above
- Concept and management of events at the ITI Headquarters in Shanghai, in collaboration with Chinese partner organizations.

The position is with the ITI Headquarters in Shanghai/China and requires international travel to ITI Centres in all parts of the world and occasionally to UNESCO in Paris.

Minimum 2 years' experience in events organisation and a higher education degree in a related field. Language skills: excellent spoken and written English, good knowledge of French and/or Spanish.

ITI will provide a relocation package to China and residence and work permits. More information about ITI: www.iti-worldwide.org

If you are interested please send your CV and cover letter specifying the position for which you are applying to: t.biancone@iti-worldwide.org

Deadline for applications: 31 March 2015. Expected starting date: as soon as possible.