

# International Theatre Institute ITI

## World Organization for the Performing Arts

UNESCO  
1 Rue Miollis  
75015 Paris / France  
general.secretariat@iti-worldwide.org

ITI Headquarters  
1332 Xinzha Road, Jing'an  
Shanghai / China 200040  
www.iti-worldwide.org



## ITI is Hiring: Senior Operations Manager

**Location:** ITI Headquarters, Shanghai, China

The International Theatre Institute (ITI), the world's largest performing arts organization, invites applications for a **Senior Operations Manager** to join the General Secretariat in Shanghai. This is not just an administrative role — it is a chance to help shape a global home for artists, working in the spirit of generosity, resilience, and creative collaboration. The selected candidate will take a leading role in implementing ITI's mission and supporting its international network.

### About ITI

Founded in 1948 by UNESCO and the international theatre community, ITI is a place where the performing arts connect people across cultures and continents. With Centres and partners in more than 80 countries, we work to protect creativity, celebrate diversity, and foster artistic collaboration — from major festivals to village stages.

### Who We are Looking For

We seek someone who combines strategic ability with artistic sensibility — a leader who can navigate complexity with clarity, work under pressure with grace, and inspire trust across cultures.

The right person will:

- Understand the power of theatre and the arts to connect people across borders.
- Value generosity over competition, and creativity over ego.
- Work with empathy, listening deeply to colleagues and partners.
- Adapt to changing circumstances with flexibility and imagination.
- Stay steady and focused under stress, without losing the human touch.

### Key Responsibilities

Under the guidance of the Director General, you will:

- Coordinate major ITI programmes, such as World Theatre Day, International Dance Day, ITI Congresses, regional meetings, and artistic collaborations.
- Support the strategic and administrative work of the General Secretariat, including project planning, reporting, and internal coordination.
- Maintain active communication with ITI Centres, Committees, and partners worldwide.
- Represent ITI in meetings, events, and collaborations as delegated.
- Shape and adapt projects so they reflect both ITI's mission and the realities of our global network.

### Qualifications and Skills

- Master's degree (or higher) in cultural management, arts administration, international relations, public/non-profit management, performing arts, or a related field. A doctoral degree is an additional asset.
- Significant experience in cultural management, international arts projects, or NGO leadership.
- Deep understanding of the performing arts sector and cultural policy.
- Proven ability to manage complex projects with multiple stakeholders across time zones.

- Excellent communication in English (fluency required) and at least two other working languages from: French, Spanish, Arabic, Chinese, or other widely used languages.
- Intercultural competence, diplomatic sensitivity, and ethical leadership.
- Ability to stay composed and solution-focused under pressure.
- Creativity and flexibility in responding to challenges and opportunities.

### **Growth and Probation**

The position will begin with a **three-month** probation period, after which the appointment continues on a two-year contract. Remuneration will be aligned with the candidate's experience and with international NGO standards. The post is based at ITI Headquarters in Shanghai, with international travel expected.

The Senior Operations Manager is a distinct position in its own right. Yet, after 12 to 18 months of dedicated service, and subject to performance, organizational priorities, and mutual agreement, the role may evolve into Deputy Director General. While not automatic, the position is intentionally shaped so that it can grow into this higher responsibility for the right candidate.

### **Application Process**

Please send to [general.secretariat@iti-worldwide.org](mailto:general.secretariat@iti-worldwide.org) :

- A cover letter explaining your motivation, relevant experience, and approach to working in an international, multicultural context.
- A detailed CV.
- Two reference letters from people who have worked closely with you.
- The position is open to applicants of all nationalities. ITI strongly values diversity and inclusivity in its team.

**Application Deadline:** 15 October 2025

**Start date:** 15 January 2026

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## ITI is Hiring: Program/Events Manager

**Location:** *ITI Headquarters, Shanghai, China*

Contract Type: Full-time, renewable

The International Theatre Institute (ITI), the world's largest organization for the performing arts, founded by UNESCO in 1948, is seeking a Programmer / Events Officer to join the General Secretariat in Shanghai.

This position will play a key role in supporting the planning and delivery of ITI's international programmers, projects, and events, ensuring smooth coordination with ITI Centres, Committees, and partner organizations worldwide.

### Key Responsibilities

- Assist in the planning, organization, and implementation of ITI's international programmes, events, and festivals.
- Coordinate logistics for meetings, conferences, and artistic projects (including venue preparation, schedules, and guest management).
- Communicate with ITI Centres, Committees, and partner organizations to support project delivery.
- Provide administrative and technical support during ITI flagship events (World Theatre Day, International Dance Day) and other projects.
- Prepare and edit event-related documents, reports, and communications.
- Contribute to ITI's visibility through newsletters, website updates, and social media.
- Support the preparation and presentation of ITI events in ways that are financially attractive to sponsors, funders, and partners, thereby contributing to the sustainability of ITI's programmes.

### Qualifications and Skills

- Bachelor's degree or higher in cultural management, event management, performing arts, or a related field.
- At least 5 years of professional experience in event coordination, project management, or administration, preferably in an international or cultural context.
- Excellent command of English (spoken and written); knowledge of Chinese is an asset.
- Strong organizational skills, attention to detail, and ability to manage multiple tasks under pressure.
- Intercultural sensitivity, flexibility, and teamwork skills.
- Preferably already based in China. Familiarity with, or professional relations to, the Chinese cultural sector is an asset.
- Applications should include two recommendation letters.

### What We Offer

- A unique opportunity to work in a multicultural environment at the heart of a global performing arts network.
- Exposure to international events, artists, and institutions.
- Salary and benefits aligned with experience and NGO standards in China

**Application Process**

- Please send to [general.secretariat@iti-worldwide.org](mailto:general.secretariat@iti-worldwide.org) :
- A cover letter explaining your motivation, relevant experience, and approach to working in an international, multicultural context.
- A detailed CV.
- Two reference letters from people who have worked closely with you.
- Applications will be reviewed on a rolling basis until the position is filled.
- ITI welcomes applicants of all nationalities. To maintain the cultural diversity of the ITI General Secretariat, applications from non-Chinese nationals are strongly encouraged. Diversity and inclusivity are core values of ITI.

Application Deadline: 15 October 2025

Start date: 15 January 2026