



INTERNATIONAL SCHOOL NIDO DE AGUILAS  
AVENIDA EL RODEO 14200  
LO BARNECHEA | SANTIAGO | CHILE  
+56 2 2339 8100

[www.nido.cl](http://www.nido.cl)

## Position Details

Position Name: Theater Manager Assistant

Reports to: Theater Director

Time commitment: Full-time

## Qualifications and Experience

- Experience working as an Administrative Assistant, Office Manager and/or Assistant in a cultural or performing arts space;
- Basic theater facilities knowledge;
- Experience managing large, public events as: graduations, exhibitions, fundraising events, among others.
- Proven experience managing and using technology tools (such as Google Suite, Garageband, Adobe, iMovie) as well as various social media platforms (including websites);
- Experience working with students and/or within a school setting is preferred;
- Experience working with adults and building collaborative working relationships;
- Experience navigating complexity, in part through effective prioritization, delegation, and management of systems;
- High level of English proficiency required;
- Fluency in Spanish required.

## Skills

- Ability to contribute to the overall school community through positivity, optimism, engagement, and professionalism;
- Strong organizational and administrative skills;
- Capability to manage multiple agendas;
- Strong communication skills;
- Commitment to engaging in collaborative processes;
- Ability to reflect and demonstrate a growth mindset;
- Understanding and appreciation of multicultural contexts.
- Positive, "can do" attitude and a flexible, cooperative mindset.

## School Core Values

- **Engagement:** Approach life and work with complete attention, involvement and curiosity with the responsibility to make a positive difference in the world
- **Ingenuity:** Exhibit creative problem solving through experimentation, collaboration, research, and play
- **Adaptability:** Being able to adjust and thrive in a complex, rapidly changing environment
- **Generosity:** Ability to treat others with empathy, kindness, and respect in both word and action





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- **Happiness:** Demonstrate to pursue happiness as a life goal, with awareness that some of the journey will be difficult, requiring self-knowledge and fortitude

### Main Duties and Responsibilities

- Support performances, classes, and events happening in the Theater Arts Building;
- Liaise with School stakeholders regarding facility requests and performance requirements;
- Participate and be present in events, some of them might take place during the night and weekends.
- Help manage the facility calendar and the scheduling of the Theater, in cohort with the Theater Manager;
- Participate in performing arts meetings with regard to developing an annual performance calendar;
- Serve as a liaison with various student performing art groups (e.g. Tri-M, Drama and Dance etc);
- Develop, coordinate and organize workshops and cultural exchanges with other schools or institutions;
- Liaise with internal and external stakeholders regarding publicity and programs for all performances;
- Promote performances, exhibitions and display of students' work;
- Serve as the link between the tech team and the event users for all events;
- Request and manage theater purchases, orders, and supplies;
- Other duties as assigned.

International School Nido de Aguilas is an equal opportunity employer. We thrive on being a diverse environment and seek the best talents who will contribute to generating an inclusive work environment. All qualified applicants will receive consideration for employment without regard to their gender, age, religion, race, ethnicity, marital status, cultural background, sexual orientation, languages, abilities, or any other personal characteristic.

Interested candidates should address their letter of interest along with their CV and reference list **in English** to Fernanda Rivera, Human Resources Analyst ([frivera@nido.cl](mailto:frivera@nido.cl)) by March 31, 2022.

