



JAPAN SOCIETY GALLERY INTERN

As one of the premier institutions in the United States dedicated to the display of Japanese art, Japan Society Gallery organizes several exhibitions a year related to Japanese art and culture. The internship program is tailored to graduate students at local universities seeking to expand their experience within museums and arts organizations, with an emphasis on gaining a broad knowledge of exhibition organization. Interns are introduced to issues relating to exhibition interpretation and art history, and will obtain administrative, outreach, and curatorial skills.

Responsibilities:

Reporting to the Gallery Associate, the Gallery intern will perform a number of administrative and clerical tasks including, but not limited to:

- Research in developing exhibition narratives
- Assist with outreach for special exhibitions and social media posts
- Assist with the creation and verification of exhibition-specific documents such as checklists and condition reports
- Represent the Gallery with others from the JSG staff at exhibition-related events
- Performing general administrative tasks

Requirements:

- Enrollment in an Art History, Arts Administration, or Museum Studies program
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Proactive engagement with tasks and well-developed organizational skills
- Exceptional attention to detail
- Knowledge of/interest in Asian culture, Japanese language skills, and previous database experience

Internship Dates and Time Commitment:

This is a part-time, unpaid internship. Starting from mid-September through January (dates negotiable), candidates will work seven hours a day, two days a week for a minimum of 8 weeks.

Learning Opportunities:

- Museum Database skill development
- Administrative and outreach skill development
- Develop internal and external communication skills
- Deeper understanding of Japanese art history
- Introduction to exhibition interpretation and curatorial practice

To Apply:

Interested candidates should email a cover letter, resume, and writing sample to gallery@japansociety.org. No phone calls please.