FILM INTERNSHIP

Japan Society Film screens a diverse selection of classic and contemporary Japanese cinema throughout the year—including retrospectives of seminal directors, thematic series, and special screenings of international, U.S. and NY premieres—and organizes JAPAN CUTS: Festival of New Japanese Film, the largest festival of its kind in North America.

The summer internship offers candidates interested in film festivals and non-profit arts administration an opportunity to gain hands-on experience and practical knowledge through the organization and execution of JAPAN CUTS. Working closely with Japan Society film programmers, interns are responsible for outreach and promotional efforts, on-the-floor screening support, and a variety of operational and administrative tasks related to the festival. Interns will come away with a greater understanding of the issues involved with festival programming and international cultural exchange, and will gain collaborative and strategic skills relevant to work in the film industry and non-profit sector.

Responsibilities:

- Research and data organization
- Email and social media marketing and promotional outreach
- Print material drop off at relevant venues and institutional spaces
- Film screening support, including ushering and ticket handling
- Archiving film screeners and updating databases
- General administrative tasks (filing, mailing, copying, etc.)
- Translation and proofreading support (when applicable)

Requirements:

- Strong written and verbal communication skills
- Well-organized and able to multi-task
- Self-motivated with strong sense of initiative
- Able to work efficiently within a team
- Comfortable handling crowds in a customer service environment
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, etc.)
- Knowledgeable about or interested in Japanese cinema
- Some familiarity with New York City film culture is preferred
- Fluency in reading/writing and speaking Japanese not necessary, but strongly preferred
Internship Dates and Time Commitment:

6 hours per day, 3 days a week. Weekend and evening hours are required when there is a screening. Work hours and commitment will increase during the run of the festival July 9-26.

Learning Opportunities:

- Issues related to film programming
- Greater understanding of contemporary Japanese cinema
- Outreach strategies and skills
- Interoffice communication
- Film screening operational logistics
- Guest hospitality and customer service

To Apply: Email resume and cover letter to anoe@japansociety.org. Please indicate name of internship in email subject line.