MEDIA & MARKETING INTERN

Japan Society's Media and Marketing team seeks a part-time intern to assist with its departmental initiatives. Days are flexible, with around 15-20 hours per week in office preferred.

Responsibilities:

- Assist with website updates, social media, and email marketing content; includes copywriting, graphics rendering, analytics tracking, etc.
- Monitor existing digital marketing strategies, while brainstorming new avenues for brand and institutional awareness
- Conduct strategic research and collect data on competitive institutions, as well as best practices
- Help research and cultivate new media industry contacts; update press database accordingly
- Create, file and distribute press clip reports
- Manage administrative duties of the department, as assigned

Requirements:

- Excellent interpersonal and writing skills, with keen attention to detail
- Strong creative thinking and design abilities
- Working knowledge of Adobe Creative Suite
- Familiarity with HTML and CSS
- Knowledge of social media (Facebook, Twitter, Instagram, etc.)
- Interest in Japanese culture and familiarity with Japanese language is a plus

Internship Dates and Time Commitment:

15-20 hours per week preferred. The internship period runs from June 1st through August 7th.

Learning Opportunities:

- Work experience at a leading non-profit organization in New York City
• Learn and improve skills with professional creative software
• Gain deeper understanding of Japanese culture through projects and events
• Chance to experience a wide variety of programming from the arts, business world, and more, including JAPAN CUTS, North America’s largest festival of new Japanese cinema
• Obtain first hand insights and knowledge on a broad range of marketing, communications, and media vehicles

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