The Performing Arts Program of Japan Society seeks volunteer interns for Summer 2020.

Since 1953, Japan Society's Performing Arts Program has presented well over 600 of the finest Japanese theater, dance and music events. In addition to its annual season of eight to ten full-evening programs, educational workshops, lectures and demonstrations. The Society has been a pioneer in presenting works that are products of collaborations between Japanese and American/international artists as well as introducing Japanese contemporary performing arts to American audiences through local performances and North American tours. Please see our website for details: http://www.japansociety.org/page/programs/performing_arts_program

Responsibilities:

- Assisting with preparations for upcoming and future performances/workshops/ancillary events
- Assisting with devising and implementing outreach strategies for marketing and promotion efforts for upcoming performances/workshops
- Assisting with front of house operations at performances/workshops
- Managing the upkeep and maintenance of Performing Arts archives, database and press files
- Daily administrative support, including filing, mailings and copying
- Translation and proofreading support as needed

Requirements:

- Strong communication, writing skills, and proofreading skills
- Familiarity with and interest in Performing Arts, familiarity with Japanese Performing Arts a plus
- Ability to multi-task and work in a fast-paced environment
- Ability to work both independently and within a team setting
- Proficiency in Word, Excel, PowerPoint, and Outlook and experience with social marketing tools, familiarity with movie editing software a plus
- Fluency in verbal and written English required; fluency in verbal and written Japanese language a plus

Internship Dates and Time Commitment:
Time Frame: Internships are typically 3 to 6 months in duration

Days per week: 2 or more days per week. Days and hours are flexible. Some evening hours are required when there are program.

Learning Opportunities:

- A deep understanding of Performing Arts venues and cultural organizations across NYC
- A close look at how to program and promote events in Performing Arts in NYC
- Opportunities to access Japan Society’s extensive archive on Japanese performance
- A chance to see the nuts and bolts behind international collaborative projects between artists in the U.S. and Japan
- An in-depth knowledge of the leading artists in theater, dance and music from Japan

To Apply: Email resume and cover letter to Amanda Waddell at awaddell@japansociety.org. Please place "Performing Arts Internship" in the subject line. No phone calls please.