



## TALKS+ FALL INTERN

The Talks+ Program examines vital issues and themes in modern Japanese art, culture and design. Programming is designed to inform and to provide a gateway through which Americans can appreciate the global influence of Japan's culture and its many trend-defining artisans. Interns will assist program staff with researching, planning, promoting and managing Talks+ events.

### **Responsibilities:**

- Use creativity to create innovative event promotion and outreach campaigns
- Help manage Talks+ Program's social media presence
- Assist program staff at public events, including reception and will call table
- Assist with program research as needed
- Organize files and materials on programs and speakers
- Handle administrative tasks as needed

### **Requirements:**

- Interest in and knowledge of Japanese culture and cultural trends
- Knowledge of Microsoft Office Suite (image and publishing software is a plus)
- Superior organizational skills, with ability to keep track of many details at once
- Ability to work with a variety of people and different projects
- Superior written and oral communication skills
- Familiarity with Japanese language and customs is a plus
- Innovative, self-starter

### **Dates of Fall Internship & Time Commitment:**

- Mid-August – Mid-December, 2019 (start and end dates flexible)
- 2 days a week within office (10:30am - 5:00pm)
- Approximately 2 evening programs per month (5:00 – 9:00pm)

### **Learning Opportunities:**

- Learn firsthand about the people, issues and cultural trends that are of interest and relevance to Japanese and Japan enthusiasts in New York
- Discover how non-profit organizations are structured and run from day to day
- Gain experience in the back-office tasks of ongoing program development and execution
- Conduct research on current cultural trends and leading artists as needed
- Learn social media management and event marketing

**To Apply:** Email resume and cover letter to [acabasso@japansociety.org](mailto:acabasso@japansociety.org). Please indicate "Talks+ Intern" in email subject line.