TALKS+ FALL INTERN (JAPANESE-SPEAKING)

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
• Assist with English to Japanese translation as needed

Requirements:

• Fluency in Japanese
• 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
• 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. Please indicate “Talks+ Intern” in email subject line.