



JAPAN SOCIETY GALLERY INTERN

As one of the premier institutions in the United States dedicated to the display of Japanese art, Japan Society Gallery organizes several exhibitions a year related to Japanese art and culture. The internship program is tailored to graduate students at local universities seeking to expand their experience within museums and arts organizations, with an emphasis on gaining a broad knowledge of exhibition organization. Interns are introduced to issues relating to exhibition interpretation and art history, and will obtain administrative, outreach, and curatorial skills.

Responsibilities:

Reporting to the Gallery Associate, the Gallery intern will perform a number of administrative and clerical tasks including, but not limited to:

- Research in developing exhibition narratives
- Assist with translating exhibition related materials from Japanese to English/English to Japanese
- Assist with outreach for special exhibitions and social media posts
- Assist with the creation and verification of exhibition-specific documents such as checklists and condition reports
- Represent the Gallery with others from the JSG staff at exhibition-related events
- Performing general administrative tasks

Requirements:

Enrollment in an Art History, Arts Administration, or Museum Studies program

- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Japanese language skills: ability to read and write in Japanese
- Proactive engagement with tasks and well-developed organizational skills
- Exceptional attention to detail
- Knowledge of/Interest in Asian culture, and previous database experience

Internship Dates and Time Commitment:

This is a part-time, unpaid internship.

Starting date negotiable, candidates will work seven hours a day, two days a week for a minimum of 10 weeks.



Learning Opportunities:

- Museum Database skill development
- Administrative and outreach skill development
- Develop internal and external communication skills
- Deeper understanding of Japanese art history
- Introduction to exhibition interpretation and curatorial practice

To Apply:

Interested candidates should email a cover letter, resume, and writing sample to gallery@japansociety.org. No phone calls please.

While internships are unpaid, Japan Society values its interns and provides the following benefits:

- *Free or reduced-priced admission to Japan Society programs;*
- *Free admission for intern and guest to New York City museums;*
- *In-service training program for interns.*

Japan Society is an Equal Opportunity Employer, and welcomes a diverse workforce.

Founded in 1907, **Japan Society** in New York City presents sophisticated, topical and accessible experiences of Japanese art and culture, and facilitates the exchange of ideas, knowledge and innovation between the U.S. and Japan. More than 200 events annually encompass world-class exhibitions, dynamic classical and cutting-edge contemporary performing arts, film premieres and retrospectives, workshops and demonstrations, tastings, family activities, language classes, and a range of high-profile talks and expert panels that present open, critical dialogue on issues of vital importance to the U.S., Japan and East Asia. *For more information, visit our website <http://www.japansociety.org>.*