



## **DATABASE INTERN**

Japan Society's Information Technology Department is seeking an intern to assist with day to day operations of managing our database, helping with data analysis, and maintaining stability in our system.

### **Responsibilities:**

- Monitor the day to day operations of Japan Society's databases: Raiser's Edge (RE), Ticketure, and NetCommunity.
- Work closely with different departments on creating queries, imports, and exports of data for analytical reports
- Consistently check the day-to-day integrity of database and database procedures; identifying and eliminating duplicate records
- Batch importing data to maintain data accuracy over a large number of records
- Assist with all general database maintenance (cleaning obsolete queries, maintaining records according to style guides, accurately updating information on all records)
- Other duties as assigned by the Database Administrator

### **Requirements:**

- Current or Recent student (College, Graduate, Continuing, etc.) with an advance level understanding of logic and math
- Computer proficiency and familiarity with database concepts
- Good interpersonal, verbal and written communications skills
- Ability to conduct research into data issues
- Able to calmly adapt to any situation
- Must be willing to learn new computer programs and technology
- A quick learner who is detail-oriented, flexible, and computer-savvy will succeed best in this internship

### **Internship Dates and Time Commitment:**

**Time Frame:** Summer 2020

**Days per week:** 2 or more days per week, hours negotiable



### **Learning Opportunities:**

- Get hands on experience of using and managing a database of over 180,000+ records, all the while learning how to extensively use Blackbaud Raiser's Edge.
- Learn how to manage, organize and interpret large amounts of data via Raiser's Edge.
- Hone investigative skills when tracking down records, queries, duplicates, and errors within database.
- Practice good maintenance habits, useful for record keeping and keeping a synced data ecosystem running.

**To Apply:** Email resume and cover letter to [jjin@japansociety.org](mailto:jjin@japansociety.org). Please indicate name of internship in email subject line.

*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>.*