

## PERFORMING ARTS INTERN

The Performing Arts Program of Japan Society seeks volunteer interns for Summer 2021.

Since 1953, Japan Society's Performing Arts Program has presented well over 700 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](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, either held online or in-person
- 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](mailto:awaddell@japansociety.org). Please place "Performing Arts Internship" in the subject line. 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 workshops 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>.*