



PROGRAM OFFICE FALL 2022 INTERN

The Program Office takes the lead on implementing a cohesive, forward-looking vision for Japan Society's public-facing programs and events. Overseeing the Education & Family, Film, Gallery, and Performing Arts departments, the office is responsible for streamlining processes and facilitating internal collaboration. The Program Office also cultivates new audiences for Japan Society by spearheading community engagement activities, coordinating partnerships, and reaching out to underserved populations.

Responsibilities:

- Assist program staff at public events (in-person events optional)
- 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
- Access to a personal computer and internet connection for remote work

Internship Dates and Time Commitment:

- Starting immediately – Ending December 2022 (start and end dates flexible, may be possible to extend through Spring 2023)
- Flexible, working remotely at least two days a week (between the hours of 9:30am - 5:30pm)
- Evening programs as necessary (in-person events optional) (approx. 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

To Apply: Email resume and cover letter to arosenthal@japansociety.org. Please indicate “Program Office Intern” 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>.*