



## TALKS+ FALL INTERN (JAPANESE SPEAKING) (REMOTE)

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 (\*virtual until further notice)
- Assist with program research as needed, in both English and Japanese
- 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
- Familiarity with Japanese language and customs is a plus
- Innovative, self-starter
- Access to a personal computer and internet connection for remote work (PC preferred)

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

- Late August – Late December (start and end dates flexible)
- 1 or 2 days a week (10:30am - 5:00pm)
- Evening programs as necessary (\*virtual until further notice) (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](mailto:acabasso@japansociety.org). Please indicate "Talks+ Intern (Japanese Speaking)" 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>.*