



EDUCATION & FAMILY PROGRAMS REMOTE INTERNSHIP

The Japan Society Education & Family Programs Department seeks a part-time intern with a background in Education and an interest in East Asian Studies. The ideal candidate will want to develop skills related to student and cultural exchange, family, school, and teen programs, and child development.

Responsibilities:

The intern will assist with various tasks including, but not limited to:

- Drafting posts for social media platforms.
- Distributing promotional materials for department related events.
- Supporting program development.
- Conducting and compiling research on a variety of topics.
- Preparing materials for family programs, gallery visits, and school workshops.
- Supporting families and teens during weekend programs.
- Helping with preparations for weekend programs and conferences for teachers.
- Assisting with the preparation of an international student exchange program.
- Day-to-day administrative/office support.

Requirements:

- Basic knowledge of and interest in Japanese culture
- Familiarity with or interest in K-12 and art education
- Excellent attention to detail, strong organizational skills
- The ability to work independently and maintain smooth communications.
- Fluency in English
- Japanese language ability not necessary, but a strong plus
- Knowledge of Microsoft Office Suite

Internship Dates and Time Commitment:

- A minimum commitment of two days per week is necessary (along with help during weekend programs)

Learning Opportunities:

- Experience best practice program models in an informal education setting
- Learn about child development and pedagogy in practice and gain experience working with early childhood, family and teen audiences
- Gain knowledge in various areas of Japanese history and culture

- Gain understanding of structure and functions in nonprofit sector.

To Apply: Email resume and cover letter to jseducation@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>.*