



PART TIME/TEMPORARY: WEBSITE SUPPORT ASSOCIATE

ABOUT JAPAN SOCIETY

Japan Society is the premier organization connecting Japanese culture, business, and society with audiences in New York and around the world through innovative programs in arts and culture, public policy, business, sustainability, and education, online and on-site at our headquarters in a landmarked New York City building. Since 1907, our mission has been to promote mutual understanding and *kizuna* – forging deep connections – between the U.S. and Japan, by convening critical conversations, championing future creators, and serving as a trusted guide to the abundance of Japan. We are committed to strengthening connections within our community and building new bridges beyond.

DESCRIPTION:

The **Website Support Associate** is a part-time/temporary role which will be dedicated to the transfer of archival data related to Japan Society's past Gallery exhibitions, Performing Arts events, lecture series, and other events to our new website.

Responsibilities will include:

- Locating past event information on an archived site
- Transferring descriptions to entries on the new site
- Reformatting text and logo sizes to align with current site style
- Sourcing and downloading images from previous site
- Publishing new pages, checking formatting, and troubleshooting any issues
- Tracking new and old URLs for record-keeping

QUALIFICATIONS:

- Knowledge of all basic HTML tags
- Ability to code multimedia elements (images, videos, audio)
- Experience troubleshooting coding errors and ensuring cross-browser compatibility
- Basic knowledge of Search Engine Optimization (SEO)
- Familiar with Contentful or other CMS
- Exceptional attention to detail

To Apply: Email your resume and cover letter to the Chief Operating Officer, at jobs@japansociety.org.