

## **CORPORATE PARTNERSHIPS INTERN**

The intern will work directly with the Corporate Partnerships office and learn how fundraising is accomplished through research and communication. This internship will grant the opportunity to learn how to navigate and use a non-profit database and provides the chance to attend Business & Policy programs and other special events.

Note: Japan Society's summer 2022 internship program gives interns the opportunity to choose whether to work in our office in **a hybrid capacity**, or **on an offsite fully remote basis**.

### **Responsibilities:**

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

- Monitoring corporate member company news and announcements to help corporate partnerships office identify upgrade opportunities and at-risk membership.
- Assisting in the development of Corporate Membership and Sponsorship marketing materials.
- Preparing Corporate Membership thank you letters, renewals, and other mailings.
- Facilitating in updating donor database.
- Providing help at various programs (evening lectures, luncheons, etc.), and other Japan Society special events (gallery openings, receptions, monthly anime series, etc.).
- Completing general administrative tasks as needed.

### **Requirements:**

- Undergraduate or graduate students focusing on marketing, business, international relations, political science, Asian Studies, communications, or related field.
- Detail-oriented and able to handle multiple tasks simultaneously.
- Strong communication, writing, and customer service skills.
- Strong computer skills, including proficiency in MS Office.
- Previous experience in research, proofreading, and editing.
- Demonstrated interest in non-profits, business, and Japanese culture a plus.
- Full Proficiency in Japanese language, a plus.

### **Time frame and details:**

- Mid-May to end of August (option to extend to fall available).
- Require a 16–20-hour commitment (2-3 days) per week.

**Learning/professional opportunities:**

- Gain first-hand experience in non-profit fundraising and research.
- Deepen understanding of Japanese business and culture.
- Earn academic credit (if approved by your college/university).
- Receive a recommendation letter from the supervising team member (upon request after successful completion of internship).

**To apply:** Please note - this internship is unpaid. Please e-mail a **cover letter and resume** to [corp-membership@japansociety.org](mailto:corp-membership@japansociety.org). Please email your documents with the subject line, "Corporate Partnerships Summer Internship 2022 – [Your name]".

Resumes without cover letters will not be accepted. No phone calls, please. Only those candidates considered for an interview will be contacted.

*While internships are unpaid, Japan Society values its interns and provides the following benefits:*

- *Free or reduced-price admission to Japan Society programs and language classes.*
- *Free admission for interns and guests to New York City museums and zoos.*
- *One complimentary individual membership at Japan Society.*
- *Invitations to exhibition openings and Japan Society gallery tours.*
- *In-service training programs 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>.