Internship in the Cultural Program at Deutsches Haus at NYU

Deutsches Haus at NYU is New York’s leading institution for culture and language of the German-speaking world. Located in the historic Greenwich Village district, Deutsches Haus is an integral part of New York University. Since 1977, it has provided New Yorkers with a unique forum for cultural, intellectual, and artistic exchange with Germany, Austria, and Switzerland through its three pillars: the language program, the cultural program, and the children's program.

About the Cultural Program: The varied cultural program of Deutsches Haus at NYU, comprising exhibitions, talks, lectures, concerts, conferences, readings, panel discussions, performances, and film screenings attracts a diverse and involved audience of New Yorkers, interested in today’s artistic and intellectual agenda. Deutsches Haus serves as a platform for encounters between artists, writers, filmmakers, researchers, thinkers, and academics engaged with the German-speaking world.

Overview:
- Duration: 3 months
- Hours: 40 hours / week
- Salary: unpaid

Position Description:
- Assist in the preparation, promotion, and execution of all cultural and academic events
- Support general project management tasks as well as improvement initiatives
- Carry out business administrative tasks, such as drafting press and online texts, responding to emails, participating in meetings, and disseminating information about language and cultural programs to the public
- Maintenance of social media and website presence of Deutsches Haus at NYU
- Support of writer- and filmmaker-in-residence program
- Intern’s role will initially be supportive and observational, but will quickly evolve into independent project management

Required Skills:
- Fluency in English and German, spoken/written
- Familiarity with social media platforms, internet, Microsoft Word
- Enthusiasm for and interest in German-language and cross-cultural dialogue
- Demonstrated ability to plan/organize, research, analyze, multitask, and prioritize
- Communication/presentation skills, observational and listening skills
- Ability to work independently and with self-discipline; ability to work as part of a team
- Ability to think critically and to accept constructive criticism

To apply:
Send cover letter and resume to Sarah Girner, Cultural Program Coordinator
Email: sarah.girner@nyu.edu