Virtual 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 at NYU 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 at NYU serves as a platform for encounters between artists, writers, filmmakers, researchers, thinkers, and academics engaged with the German-speaking world.

Position Description for virtual internship:

- Assist in the preparation and promotion of all virtual 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 virtual meetings, and disseminating information about language and cultural programs to the public
- Assists in social media and website presence of Deutsches Haus at NYU
- Intern’s role will initially be supportive and observational, but the internship will also offer independent project management components
- Internships are virtual, unpaid, and for a period of three months.

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