Deutsches Haus at NYU Cultural Program Internship

About Deutsches Haus: Deutsches Haus 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, 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.

Position Description
The intern will assist in the preparation, promotion, and execution of all cultural and academic events. In addition, the intern will support general project management tasks as well as improvement initiatives, and carry out business administrative tasks. The intern’s role will initially be supportive and observational, but will evolve into independent project management. Internships are for a period of three months and begin in January, April, July, and October.

The intern will be introduced to Deutsches Haus staff/team, programs, services, and ongoing projects. Initially the intern will contribute to general office 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. The intern will assist the Cultural Program Coordinator in organizing events, record-keeping, and website maintenance. The intern will also support efforts to promote Deutsches Haus’ programs through creating flyers, managing the Cultural Program’s social media presence, and assisting with the writer-in-residence program.

Required Skills
Fluency in English and German, spoken/written; familiarity with social media programs, internet, Microsoft Word; enthusiasm and interest for German-language and cross-cultural dialogue; demonstrated ability to plan/organize, research, analyze, multitask, and prioritize; communication/presentation skills, observational and listening skills; the ability to work independently and with self-discipline; ability to work as part of a team; the ability to think critically and to accept constructive criticism.

To apply
Send cover letter and resume to:
Sarah Girner, Cultural Program Coordinator
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