

DEUTSCHES HAUS AT NEW YORK UNIVERSITY

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