Deutsches Haus at NYU is New York’s leading institution for the culture and language of the German-speaking world. 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 at Deutsches Haus at NYU consists of: comprising exhibitions, talks, lectures, concerts, conferences, readings, panel discussions, performances, and film screenings. It attracts a diverse and involved audience of New Yorkers, interested in today’s artistic and intellectual agenda.

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: Proficiency in German; spoken/written

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

For more information about the position and how to apply, please visit: http://as.nyu.edu/deutscheshaus/about/jobs-and-internships.html