

# DEUTSCHES HAUS AT NEW YORK UNIVERSITY

## Deutsches Haus Language 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 Language Program:** Deutsches Haus hosts New York's best and most prestigious German language school with small-sized classes for children and adults. In addition, we offer private tutoring for individuals and small groups.

### Position Description

The Intern will assist in the planning and teaching of the Children's Language Program classes. 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 quickly evolve into independent project management.

Internships are unpaid and for a period of three months beginning 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 and disseminating information about language and cultural programs to potential clients. The Intern will assist the Language Program Coordinator in planning classroom schedules, record-keeping and instructional timetables. The Intern will also support efforts to promote the language program through the creation of flyers and managing the Language Program's social media presence. The Intern will assist in developing branding strategies for the acquisition of new clients; will prepare customer profiles and presentation material.

### Required Skills

Fluency in English and German, spoken/written; familiarity with social media platforms, internet, Microsoft Word ; enthusiasm for and interest in teaching German as a second language; demonstrated ability to plan/organize, research, analyze, multitask and prioritize; communication/presentation skills, observation 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 CV to:  
Chantal Burkhard, Language Program Deputy Coordinator  
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