

DANK Haus German American Cultural Center

DANK Marketing

Internship Title:	Marketing Internship
Company Status:	nonprofit organization
Pay Status:	Unpaid
Hours:	15-20 hours per week
Start/End Dates:	January – April, May – August or September – December
Application Deadline:	December 15, April 15 or August 15

Essential Duties:

The DANK Haus German American Cultural Center is looking for a motivated student interested in contributing to and becoming an integral part of the Marketing team, participating in both planning and practical application of marketing initiatives. The duties of the intern will include, but are not limited to:

- Work closely with the Marketing Team to expand press contacts, researching the Chicago political and cultural community as well as the German American community
- Assist with the creation of press releases and other marketing communication pieces
- Develop and maintain relations with print, electronic, radio and television media contacts to ensure extensive exposure of our cultural programming and organizational mission
- Conduct a marketing analysis of potential clients and competition of the DANK Haus German American Cultural Center
- Participate in the planning of a consistent and focused communications schedule
- Contribute to print material design, production and distribution

Required Knowledge, Skills, Qualities and Abilities

- Commitment to the DANK Haus German American Cultural Center's mission of preserving and promoting German culture and language
- Excellent written and verbal communication skills
- Passion for and/or experience with marketing and public relations
- Proficiency in Microsoft Office, Adobe Creative Suite, the Internet and familiarity with Macs
- Willing, resourceful, positive and forward-thinking