

## **DANK-HAUS German Cultural Center DANK Cultural Programs**

**Internship Title:** Performing Arts Internship  
**Company Status:** nonprofit organization  
**Pay Status:** unpaid internship  
**Hours:** 10 - 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 Cultural Center is looking for a motivated student interested in contributing to and becoming an integral part of the performing arts cultural programs offered at the DANK-HAUS. The duties of the intern will include, but are not limited to:

- Assist with current performing arts events, participating in planning, committees, and production of events
- Keep up to date with current German cultural trends as well as local German American artists, researching potential theater, opera, music, and dance with the intent of scheduling performances
- Work closely with the Marketing Director to expand press contacts to include the local performing arts community
- Communicate with other organizations featuring culturally-focused performing arts programs
- Contribute to print material design, production, and distribution

### **Required Knowledge, Skills, Qualities, and Abilities:**

- Commitment to the DANK-HAUS German Cultural Center's mission of preserving and promoting German culture, heritage, and language
- Excellent written and verbal communication skills
- Passion for and/or experience with the performing arts and event production
- Proficiency in Microsoft Word, the Internet, and familiarity with Macs
- Willing, resourceful, positive, and forward-thinking