DANK Haus German American Cultural Center
Museum Internship

Rotating Internship Terms: January – April | May – August | September – December
Weekly Commitment: 10-20 hours per week (unpaid)
Application Deadline: December 15 | April 15 | August 15

Essential Duties: The DANK Haus German American Cultural Center is looking for motivated students interested in contributing to the DANK Museum and the Willy Scharpenberg Gallery. Duties include, but are not limited to:

- Researching our permanent collection and incoming acquisitions.
- Keeping up to date with current German cultural trends as well as local German American artists with the intent of scheduling exhibits.
- Coordinating with visiting curators and artists regarding set up and removal of exhibits, opening and closing receptions, and general hospitality.
- Conducting tours of the exhibits for groups and individual tours.
- Overseeing the DANK Museum's Saturday operating hours
- Working closely with the Marketing Team to expand press contacts to include the local museum and art community
- Communicating with other organizations featuring culturally-focused museums and galleries.
- Contributing to print material design, production, and distribution.

Desired Qualifications:

- 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.
- A passion for German history and culture.
- Basic computer skills (MS Office suite, internet search, email).
- Previous research experience, ideally with archival and digital sources.

How to Apply:
Applications can be submitted to Monica Felix at monicafelix@dankhaus.com. Please include an updated CV and cover letter. In your letter, please address why you are interested in an internship with the DANK Haus and any relevant previous experience.

Location:
The DANK Haus is located at 4740 N Western Ave, Chicago IL 60625 just a half block from the Western Brown Line station in Lincoln Square.