DANK Haus German American Cultural Center
Library 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 Haus Library. Duties include, but are not limited to:

- Updating the catalog with new acquisitions.
- Checking out books to patrons and processing returns.
- Supervising the library during hours of operation which may include Saturdays
- Researching and applying for grants
- Assisting with bi-monthly reading groups
- Identifying opportunities to collaborate with local authors
- Update the library site with short articles on featured books and announcements.

Desired Qualifications:
- Library interns must have at least a reading knowledge of German
- Commitment to the DANK Haus German American Cultural Center’s mission of preserving and promoting German language and culture.
- Excellent written and verbal communication skills.
- Previous experience with catalogs or databases, internet browsing, and website management.

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 a library 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.