

DANK Haus German American Cultural Center DANK Museum

Internship Title:	Museum Internship
Company Status:	nonprofit organization
Pay Status:	Unpaid
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 American Cultural Center is looking for a motivated student interested in contributing to and becoming an integral part of the DANK Museum including the Willy Scharpenberg Gallery featuring multi-media art exhibits. The duties of the intern will include, but are not limited to:

- Research German and German American history regarding our permanent collection and incoming acquisitions
- Keep up to date with current German cultural trends as well as local German American artists with the intent of scheduling exhibits
- Coordinate with visiting curators and artists regarding set up and tear down of exhibits, opening and closing receptions and general hospitality
- Conduct tours of the exhibits for group and individual tours
- Oversee the DANK Museum's Saturday operating hours
- Work closely with the Marketing Team to expand press contacts to include the local museum and art community
- Communicate with other organizations featuring culturally-focused museums and galleries
- 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 German history and culture
- Proficiency in Microsoft Office, the Internet and familiarity with Macs
- Willing, resourceful, positive and forward-thinking