

DANK-HAUS German Cultural Center DANK Museum

Internship Title: Museum Internship
Company Status: nonprofit organization
Pay Status: unpaid internship
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 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 German American history and the Rough Space 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
- Keep up to date with current German cultural trends as well as reach out to local German American artists with the intent of scheduling exhibits in the galleries
- 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 DANK Museum for school groups and visitors
- Oversee the DANK Museum's hours of operation each Saturday
- Work closely with the Marketing Director to expand press contacts to include the local museum and art gallery community
- Communicate with other organizations featuring culturally-focused museum galleries
- 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 German history and culture
- Proficiency in Microsoft Word, the Internet, and familiarity with Macs
- Willing, resourceful, positive, and forward-thinking