



DANK Haus German American Cultural Center Cultural Programming Superstar

Application deadline: rolling basis

Time Commitment: 15-20 hours/week for 3-12 month period

About Us: The DANK Haus German American Culture Center is a 501(c)3 not-for-profit organization that was founded in 1959. We are the leading German/German-American Center in the Midwest region and our mission is to preserve and promote German culture, heritage, and language through maintaining a center consisting of a museum, art gallery, library, and language school, and organizing educational and social programming focusing on and emphasizing the history, traditions, and contributions of Germans and German Americans. We are located in a historic 77,000 sq.ft building in Lincoln Square, one of the historically German neighborhoods of Chicago. Our homepage is www.dankhaus.com.

Our **vision** is to meaningfully engage generations of friends, neighbors, and all those interested, to explore and experience the vibrant, multifaceted German American culture of our past and present, through our **core values:** Hospitality (Gastfreundschaft), Engagement (Austausch), and Authenticity (Authentizität).

Position Overview: As a Cultural Programming Superstar at DANK Haus German American Cultural Center, you will have the opportunity to gain valuable experience supporting the Executive Director in coordinating meaningful cultural programs and events at the DANK Haus.

Responsibilities:

- Assist with full-cycle event management activities for a wide range of events including, but not limited to social events, gallery openings, fundraisers, cultural events, lectures, and more.
- Work with Marketing Director to create flyers, brochures, event programs, and other events-related materials
- Coordinate event logistics, preparation, and set up
- Engage entertainers, performers, and speakers for events
- Write and proofread event descriptions
- Oversee event execution, supporting staff and volunteers running events
- Assist in the collection, compilation, and analysis of guest data
- Other duties as assigned

Desired Qualifications:

- Currently pursuing or recently completed a degree with focus on nonprofit management, hospitality, German studies, or related field.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office suite and Google Workspace.
- Ability to work independently and collaboratively in a fast-paced environment.
- Exceptional extensive project skills and event planning which require a high level of detail and demanding deadlines, while balancing workloads in a fast-paced environment
- German language skills are a plus, but are not required.

Benefits & Compensation:

- You will receive a free Friends of DANK Haus membership for themselves and a friend
- You and a friend may take any DANK Haus German courses free of charge
- You and a friend may attend any DANK Haus event free of charge
- You receive free food and drink at any in-haus event where food and drink are being sold
- Hands-on experience in nonprofit management and operations.
- Mentorship and guidance from experienced professionals in the field
- Networking opportunities in Chicagoland
- Flexible schedule and possibility of remote work arrangements

How to Apply:

Applications can be submitted to jobs@dankhaus.com. Please include a resume and cover letter. In your letter, please address why you are interested in this role 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 at Lincoln Square.

The DANK Haus German American Cultural Center is an equal opportunity employer and encourages applications from individuals of all backgrounds. We thank all applicants for their interest in this position; however, only those selected for an interview will be contacted.