



DANK Haus German American Cultural Center Event Planning Internship

Application deadline: rolling basis

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

Essential Duties: The DANK Haus German American Cultural Center is looking for motivated students interested in contributing to the DANK Haus Events & Marketing team. Duties include, but are not limited to:

- 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.
- Design flyers, brochures, event programs, and other events-related marketing materials
- Assist with event logistics, preparation, and set up
- Assist with engaging entertainers, performers, and speakers for events
- Writing and proofreading event descriptions
- Assist with event execution, supporting staff and volunteers running events
- Flyer and marketing material distribution around neighborhood when needed
- Marketing events on local chamber of commerce and other online portals
- Assist in the collection, compilation, and analysis of guest data
- Other duties as assigned

Desired Qualifications:

- 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.
- Passion for and/or experience with event planning and public relations.
- Proficiency in Microsoft Office, Canva, and general familiarity with website management.
- Willing, resourceful, positive, and forward-thinking.
- Evening/Weekend availability as needed

How to Apply:

Applications can be submitted to Samantha Turner Lundeen (samantha@dankhaus.com). Please include a resume and cover letter. In your letter, please address why you are interested in an event planning 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 at Lincoln Square.

