

DANK Haus German American Cultural Center Museum Internship



Rotating Internship Terms: Flexible

Minimum Time Commitment: 100 hours

Essential Duties: The DANK Haus German American Cultural Center is looking for motivated students interested in contributing to the DANK Museum & Collection and Willy Scharpenberg Gallery. Please note that this is an **unpaid internship**. Duties include, but are not limited to:

- Researching our permanent collection and cataloging incoming acquisitions.
- Keeping up to date with current German cultural trends as well as local German American artists with the intent of scheduling exhibits.
- Coordinating with visiting curators and artists regarding set up and removal of exhibits, opening and closing receptions, and general hospitality.
- Potentially overseeing the DANK Museum's Saturday operating hours.
- Communicating with other organizations featuring culturally-focused museums and galleries.
- Contributing to print material design, production, and distribution.
- Training as a docent to help lead educational guided tours by appointment.

Desired Qualifications:

- Strong interest in public history, museums, and immigration history
- 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.
- A passion for German history and culture.
- Basic computer skills (MS Office suite, internet search, email).
- Previous research experience, ideally with archival and digital sources.

How to Apply:

Applications can be submitted to Rosa Gallagher at rosa@dankhaus.com. Please include a resume and cover letter. In your letter, please address why you are interested in an 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.