

# Innovation Academy Sustainability Internships



## Carl Schurz Haus - Deutsch-Amerikanisches Institut

### Internship at Carl-Schurz-Haus / Deutsch-Amerikanisches Institut e.V. - [www.carl-schurz-haus.de](http://www.carl-schurz-haus.de)

The German-American Institute was established in 1952 as an Amerika-Haus. Since the 1960s, the Carl-Schurz-Haus has been a bi-national cultural center that organizes approximately 250 events throughout the year related to current topics and points of discussion. At the Carl-Schurz-Haus, all those interested in either America or culture can come together in discussion and dialog by means of talks, lectures and lessons, workshops, and readings. In addition, the Carl-Schurz-Haus offers the benefits of an American library with more than 12,000 titles, 5,000 films, more than 100 audio books, and 50 periodicals. The German-American Institute offers student and English language course counseling for opportunities abroad - in the United States as well as other English-speaking nations. English courses taught exclusively by native speakers of the English language are also offered.

#### Fields of activity of the internship:

- Preparation and supervision of events such as exhibitions, readings, lectures, concerts, workshops, panel discussions
- Social media, newsletter and website editing
- Press relations: creation of press releases, maintenance of the press review
- Creation of posters and flyers with InDesign, Photoshop
- Production of the monthly podcast "Carl & Company"

#### Qualifications:

##### Required

- Interest in culture, society, politics, economy & intercultural exchange
- Good knowledge of Microsoft Office programs
- Ability to work independently

##### Preferred

- Knowledge of graphic design, video and audio editing
- Confident in using digital event platforms, especially Zoom
- A friendly, reliable and interested personality

#### Internship language:

Limited working proficiency in German language is desired.

#### Required application documents

CV & Motivation letter

#### Possible major(s)/areas of study

Politics / German / Communication studies  
Graphic Design & Visual Communication /  
Other subjects in the humanities

#### Learning outcomes:

- Gaining insight into the work of a cultural institute
- Making experiences in event management
- Deepen cross-cultural understanding and German language skills