Internship at Carl-Schurz-Haus / Deutsch-Amerikanisches Institut e.V. - 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