



## **Lloyd "Gilly" Croatt Collections and Archives** **Paid Internship Summer 2023**

The Luxembourg American Cultural Society (LACS) in Belgium, Wisconsin is seeking an intern to work in the areas of collections, exhibits, educational programming, and research. The goal of this internship is for the intern to better understand the inner workings of a non-profit, international, membership-based society with a museum and research center. The interns would work closely with all LACS staff, and primarily with the Curator. The range of duties will give the interns valuable experience and exposure to a wide variety of non-profit and museum related roles.

The intern will be paid a total stipend of \$1,600 with a minimum requirement of 200 hours completed over the summer. Start date negotiable. The internship would take place onsite at the Luxembourg American Cultural Society located in Belgium, Wisconsin.

The intern must be available to work two Saturdays each month during museum open hours of 10am-4pm. Also, must be able to work between August 9<sup>th</sup> through August 13<sup>th</sup> to help with the LACS Heritage Weekend, which includes LACS Members Meeting, Fest Cultural Forum, Luxembourg Under the Stars fundraiser, and Luxembourg Fest.

### **Job Description:**

- Assist Curator with collection management and digitization efforts.
- Assist Curator with research on exhibitions, installation of exhibits/displays.
- Assist staff with in-person and virtual events and educational programming.
- Assist with other duties such as: opening/closing museum, assisting visitors, answering the phone, and mail/email correspondence.

### **Desired Qualifications:**

- Recent graduate, graduate level student, or undergraduate level student entering their second year of study or higher in any of the following fields: Museum Studies, Archival Studies, Library and Information Sciences, History, Public History, Anthropology, or related fields.
- Familiar with museum collection best practices, PastPerfect Collection Management Software experience is a plus.
- Detail-oriented, able to learn new skills quickly with training and guidance.
- Ability to work independently, and with other staff members in a small office environment.
- Ability to use stairs and carry up to 25lbs.
- Good writing and communication skills.
- Friendly and service orientated.
- Computer literate, with basic proficiency in Microsoft Office programs.

Applications accepted until the position is filled. Please send a cover letter and resume to the LACS Curator Serena Stuetgen at [sstuetgen@lacs.lu](mailto:ssuetgen@lacs.lu)



For more information about the Luxembourg American Cultural Society and Center, please visit [www.lacs.lu](http://www.lacs.lu)

About Lloyd "Gilly" Croatt:

Lloyd Croatt, fondly known as "Gilly" to all, was a founding member and the first president of the LACS. Throughout his life, he was a staunch supporter for the preservation of Luxembourg American heritage. After his passing in July 2022, a memorial fund was created to sustain an internship program with the focus on the preservation of Luxembourg American heritage by assisting staff in the LACS collections and archives.