



Lloyd "Gilly" Croatt Collections and Archives **Paid Internship Summer 2024**

The Luxembourg American Cultural Society (LACS) in Belgium, Wisconsin is seeking two interns to work in the areas of collections, exhibits, educational programming, and research. The goal of the internship is for the interns 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.

Each intern will be paid a total stipend of \$1,200 with a minimum requirement of 150 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 7th through August 11th to help with Luxembourg Fest Weekend, which includes the LACS Members Meeting, Fest Cultural Forum, and Luxembourg Under the Stars fundraiser.

Job Description:

- Assist Curator with collection management and digitization efforts, including rehousing objects, library inventory, updating PastPerfect records, etc.
- 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 April 1, 2024. Please send a cover letter and resume to the LACS Museum Curator Serena Stuetgen at [sstuetgen@lacs.lu](mailto:ssuetgen@lacs.lu)

It is possible to apply for this internship as a 300-hour internship with a \$2,400 stipend. Please indicate interest in this at time of application.

For more information about the Luxembourg American Cultural Society and Center, please visit 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.