



Museum Operations Paid Internship Summer 2026

The Luxembourg American Cultural Society (LACS) in Belgium, Wisconsin is seeking one intern to work in the areas of museum administration, visitor experience, educational programming, and exhibits. 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 intern would work closely with all LACS staff, and primarily with the Museum Curator.

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 at least two days each week during the museum open hours of 10am-4pm on Wednesday, Thursday, Friday, and Saturday. 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.

Interns will benefit from comprehensive mentorship designed to foster professional growth and development. Interns will be provided personalized guidance to help develop essential skills and gain valuable industry insights. Through constructive feedback and hands-on projects, you will have the opportunity to learn from seasoned professionals and build a strong foundation for your future career.

Job Description:

- **Visitor Experience:** Assist with guided tours, field trips, visitor reports, and survey collection.
- **Educational Programming & Events:** Support both in-person and virtual programs.
- **Exhibits & Research:** Assist with research, creation, and installation of exhibits and displays.
- **Administrative & Membership Support:** Assist the Executive Director with administrative duties, receive mentoring on how to network, fundraise and including help with front desk responsibilities, including membership promotion.
- **Museum Operations:** Help with opening/closing procedures, visitor assistance, and gift shop sales.

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.
- PastPerfect 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, 2026. Please send a cover letter and resume to the LACS Curator, Caitlin Armstrong, at carmstrong@lacs.lu.

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