



236 Walnut Avenue
Lakeside, OH 43440
internships@lakesideohio.com
www.lakesideohio.com
www.facebook.com/LakesideOhio
www.twitter.com/LakesideOH

2012 Lakeside Leadership Academy (Internship)

WHAT IS LAKESIDE?

Lakeside is a family vacation destination that provides personal enrichment opportunities to nurture mind, body and spirit. Conveniently located 20 minutes west of Cedar Point on the Marblehead Peninsula, Lakeside offers a summer programming season. With daily concerts, special events, educational seminars, recreational opportunities, Victorian cottages, two hotels, shops, restaurants and an historic movie theater, Lakeside remains a summer retreat for generations of families.

WHY SHOULD I APPLY?

The Lakeside Leadership Academy internship program offers opportunities to build a solid skill base from which to launch any successful career. During the summer, earn income while having fun in the sun, meeting worldwide travelers, developing new friendships and networking connections, and discovering your potential. This unique experience is unparalleled with excitement, variety, challenge and long-lasting growth. On your days off, visit nearby Cedar Point, Put-in-Bay, Kelleys Island, the Marblehead Lighthouse and other local attractions.

2012 INTERNSHIPS:

- Advancement/Fundraising
- Arts/Entertainment Management
- Educational Programming
- Group Sales/Events
- Hospitality Management
- Journalism/Marketing
- Journalism/Newspaper Editor
- Operations
- Youth Education/Music (*filled with returning intern*)

INCENTIVES:

Lakeside offers a competitive internship compensation package, which includes a seasonal stipend, housing, season gate pass for Chautauqua programming, as well as career networking opportunities.

ELIGIBILITY:

The ideal candidate is enrolled in a college/university; at minimum, a second-year undergraduate student. Graduate students and recent college graduates are also accepted. Applicants must be available to work days, evenings, weekends and holidays from May 14 to at least Aug. 15.

HOW TO APPLY:

Applicants must submit:

- Cover letter (indicate the top 3 internship positions that interest you)
- Resume
- Minimum of 3 references
- Minimum of 3 writing samples required for Advancement/Fundraising, Educational Programming, Journalism/Marketing, Journalism/Newspaper Editor and Operations positions (i.e. press releases, newspaper articles, newspaper layouts, book reviews/critiques and/or academic papers no more than 2 pages in length)

Only electronic submissions will be accepted, including follow-up. Send materials to internships@lakesideohio.com. In the subject line, indicate the top 3 internship positions that interest you. Priority consideration will be given to applications received by Jan. 3. The final deadline is Feb. 6.



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2012 Educational Programming Internship

The Educational Programming Intern assists in the planning, implementation and evaluation of daily seminars with various guest speakers. In addition, the intern will perform a variety of functions to support the quality of Lakeside's educational programs. The Educational Programming Intern reports directly to the Director of Education.

ESSENTIAL DUTIES AND RESPONSIBILITIES (PLUS OTHER DUTIES AS ASSIGNED):

- Prepare correspondence with speakers using template forms
- Track the return of speaker documents and follow-through on missing information
- Prepare marketing information (i.e., *Lakesider* newspaper content, posters, signs) to promote seminars
- Prepare seminar handouts and evaluation forms for each seminar
- Prepare seminar room to meet needs for seating, handouts and AV equipment
- Greet and assist speaker in set-up of audiovisual equipment
- Provide first-line troubleshooting for audiovisual equipment
- Prepare and present professional speaker introductions
- Monitor seminar and assist speakers/attendees as needed
- Track attendance and summarize evaluations for each seminar
- Reset conference rooms at conclusion of each seminar, including arranging chairs, removal of AV equipment and cleanup
- Provide first-line service recovery to Lakeside speakers or guests who express dissatisfaction
- Update database of seminar speakers and topics with current information
- Assist with special events organized by Education Department (i.e., speaker lunches)
- Offer suggestions for educational program improvements
- Participate in all LLA activities, forums and gatherings throughout the summer
- Make an oral presentation to the Lakeside community regarding summer internship experience

The ideal candidate is a second or third-year undergraduate majoring in history, political science, secondary education or communications. Strong skills in electronic communication, writing, public speaking and set-up of audiovisual equipment are imperative.

FOR MORE INFORMATION, PLEASE CONTACT:

LLA Coordinator
internships@lakesideohio.com

HOW TO APPLY:

Applicants must submit a cover letter (indicate the top 3 internship positions that interest you), resume, minimum of 3 references and at least 3 writing samples. Writing samples include press releases, newspaper articles, book reviews/critiques and/or academic papers no more than 2 pages in length.

Only electronic submissions will be accepted, including follow-up. Send materials to internships@lakesideohio.com. In the subject line, indicate the top 3 internship positions that interest you. Priority consideration will be given to applications received by Jan. 3. The final deadline is Feb. 6.