



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 Group Sales/Events Internship*

The Group Sales/Events Intern assists the Group Sales Manager in coordination of all events that take place in Lakeside. Group events include youth camps, family reunions, weddings, anniversaries, private parties, conferences, and many internal events. Internal events include major weekend attractions such as annual sailing races, Fourth of July events, Raccoon Run, triathlons, Lakeside Wooden Boat Show, Katharine C. Crampton Memorial Art Show, Plein Air Paintout, etc.

The coordination begins from the time of booking through event follow-up. The Group Sales/Events internship requires a high level of administrative duties involving database management of contacts, room set-up, banquet services, timeline and invoicing. This individual is highly involved on location with each event. Duties include greeting guests, ensuring the event runs smoothly and efficiently, and solving problems as they arise. Must be willing to work days, nights, weekends and holidays, as work schedules are partially based on scheduled events. The Group Sales/Events Intern reports directly to the Group Sales Manager.

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

- Assist guests in planning details, including managing and tracking event details, financial information, evaluations and follow-up
- Coordinate and communicate details/changes with internal departments as they develop prior and during the event
- Lead at least one weekly Event Team Meeting to delegate duties and responsibilities to 12 internal departments
- Develop good rapport with guests, and act as a liaison during events
- Offer creative input to maximize the success of each event
- Aid in providing solutions to last minute problems
- Draft/edit additions to the Group Sales/Events Intern Standard Operating Procedures Manual
- Participate in all LLA activities, forums and gatherings throughout the summer
- Make an oral presentation to the Lakeside community regarding summer internship experience

This individual must be a current student in the hospitality, guest services, tourism or business field seeking a career in event management. Summer 2011 graduates are preferred.

### **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 and minimum of 3 references.

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.