



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 Journalism/Newspaper Editor*

The Journalism/Marketing Intern is responsible for the layout, design, content, writing and distribution of the *Lakesider*, the weekly 20-24-page Chautauqua newspaper. The newspaper is the main piece of communication during the Chautauqua summer season prepared by the Marketing Department. It informs Lakeside guests, property owners, donors and staff about the weekly programming schedule. The *Lakesider* Editor is required to contact all Lakeside organizations, departments and advertisers regarding submission guidelines and deadlines.

This internship requires a working knowledge of Adobe InDesign, Photoshop, Illustrator and Microsoft Publisher. The ideal candidate possesses excellent writing, communication and leadership skills; maintains the ability to work in a team-oriented environment; and is a highly organized individual capable of meeting deadlines. The Journalism/Newspaper Editor is expected to work nights, weekends and holidays and reports directly to the Director of Marketing.

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

- Layout/design of the *Lakesider*
- Enforce deadlines for *Lakesider* content and advertising submissions
- Edit content from internal departments/organizations for grammatical and factual correctness
- Conduct interviews and write articles for the *Lakesider* as needed
- Collect camera-ready artwork from all advertisers; assist with design as needed
- Photograph daily programming events
- Direct the Editorial Committee on a weekly basis
- Collect and file ads/invoices/payment
- Maintain a professional relationship with the printing company
- Update content on the Lakeside website
- Conduct weekly delivery; Friday afternoon and Saturday morning delivery
- Update departments/organizations/advertiser database on a weekly basis
- Draft/edit additions to the *Lakesider* Editor 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

### **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.