



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 Operations Internship

The Operations Intern assists the Chief Operating Officer with responsibilities vital to the overall success of Lakeside. This internship serves the entire organization, providing first-hand experience in the tactical management of daily operations of the organization. *Because of the critical role of the Operations Department, this internship will require a great deal of maturity and sensitivity in dealing with matters of privacy and confidentiality.* This individual is expected to work nights, weekends and holidays. The Operations Intern reports directly to the Chief Operating Officer, and works alongside the Operations Administrative Assistant.

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

- Assist Chief Operating Officer in the administration/management of departments, including Gate Admissions, Group Sales/Events, Hospitality/Hotel Management, Lakeside Campground and Shuttles
- Management of weekly employee e-newsletter
- Daily tactical support of multiple departments
- Management of the employee dorm housing and LLA apartment housing
- Oversight of more than 300 group events, including conferences, youth camps, weddings, family reunions, private parties and community events
- Planning and execution of staff appreciation events
- Administration of employee disciplinary procedures
- Resolving and responding to guest concerns
- Training/orientation of seasonal staff
- 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.