

The Arts & Entertainment Management Intern assists in the coordination of activities and operations of the Programming Department. The intern reports directly to the Director of Arts Programming with regards to all aspects of the position.

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

- Assist in arranging final event details for Steele Memorial Bandstand entertainment and other Programming Department events including lodging, hospitality and meal logistics
- Manage merchandise sales, before and after events, for entertainers requiring onsite merchandise personnel; Recruit volunteers as needed to assist with merchandise sales; Track and deposit all merchandise revenue; Coordinate product shipments to and from artists
- Work as part of Production Crew for events as needed
- Meet with artists and do the pre-show welcome announcement for programs as needed
- Assist with logistics and events related to the Lakeside Symphony Orchestra programming
- Create PowerPoint slide shows for any Lakeside Symphony concerts requiring visual content
- Coordinate outreach activities with local organizations for select programs
- Coordinate all details of the Annual Lakeside Chautauqua Art Show including, but not limited to: Create database of all entrants and their artwork; communicate all show details to entrants and volunteers; create binder of all artists' biographies to share with attendees; create tags for all artwork entries; work with local art teacher to secure children's entries; coordinate and manage art intake and hanging, as well as art pick up at end of show; arrange details of art show sales and track all revenue; recruit and schedule volunteers to man the gallery hours and art sales; and assist judge with award selection and announce awards at Art Show Opening
- Assist with the Annual Lakeside Photography Show as determined by show coordinator
- Assist with Plein Air Art Festival and Lakeside Blues & BBQ event as determined by event coordinator
- Assist with problem solving for programming as unique situations arise
- Be proficient in Microsoft Office Suite (MS Word, Excel, PowerPoint, Publisher, Outlook, etc.)
- Assist in providing a safe atmosphere for all entertainers, guests and employees participating in programming events
- Ensure customer relations and guest satisfaction are of the highest priority for all interactions with guests and colleagues
- Participate in all intern activities, forums and gatherings throughout the summer

**FOR MORE INFORMATION, PLEASE CONTACT:**

John Mann- Director of HR  
[internships@lakesideohio.com](mailto:internships@lakesideohio.com)

**HOW TO APPLY:**

Applicants must submit a cover letter, resume and minimum of 3 professional references (name and contact information). Only electronic submissions will be accepted, including follow-up. Send materials to [internships@lakesideohio.com](mailto:internships@lakesideohio.com). In the subject line, indicate the internship position that interests you. If you qualify for more than 1 position, please indicate in your cover letter and subject line; limit of 2. Applications are accepted until positions are filled. For the best consideration, please submit your application materials early.