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2021 Newspaper/Publication Design Internship

The Newspaper/Publication Design Intern's first and largest responsibility is to write, layout, design, proofread, edit, publish and distribute the *Lakesider*, a weekly 16-20-page community newspaper. This internship requires a working knowledge of Adobe InDesign and Photoshop, as well as familiarization with AP style.

The ideal candidate possesses excellent design, writing, editing, time management, communication and leadership skills; maintains the ability to work in a focused and independent environment; ability to contribute to a team environment; and is a highly organized, self-motivated individual capable of meeting strict deadlines. Reliable transportation for off-site delivery of the newspaper is required. Photography skills are a plus.

Please note: This internship runs from May 11-August 21 (or later preferred). This internship also requires flexibility, as the intern is expected to work days, some evenings and weekends, and all summer holidays, including Memorial Day weekend and Fourth of July.

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

- Write, layout, design, proofread, edit and publish pages of the weekly *Lakesider* newspaper
- Enforce deadlines for content and pictures
- Edit article submissions from departments, organizations and contributors
- Confirm details with departments, organizations and contributors via email or phone; update contact database
- Maintain a professional relationship with the publisher, and serve as contact for publication each week
- Create in-house ad designs for advertisers
- Conduct interviews, edit and write *Lakesider* articles and blogs
- Attend weekly *Lakesider* layout and photo meetings
- Willingness to work extended hours as needed to meet strict publishing deadlines
- Complete weekly checklists to maintain *Lakesider* processes and guidelines, as well as brand standards
- Distribute the *Lakesider* newspaper on Fridays
- Assist Photography Intern in photographing special events, working some nights, weekends and all summer holidays
- Edit and update the policy and procedures manual for the internship position

ADDITIONAL OPPORTUNITIES:

- Create infographics for use on website, social media and blog as needed
- Design handouts, posters and postcards as needed
- Develop goals related to your internship; present your progress to the Marketing staff
- Assist with community events as needed, including set-up, execution and tear-down

HOW TO APPLY: Applicants must submit a cover letter, resume and minimum of 3 professional references (name, title and phone number) and 3 design samples and 1 writing sample that are relevant to the position. Only electronic submissions will be accepted, including follow-up. Send materials to 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. Priority consideration will be given to early applications.